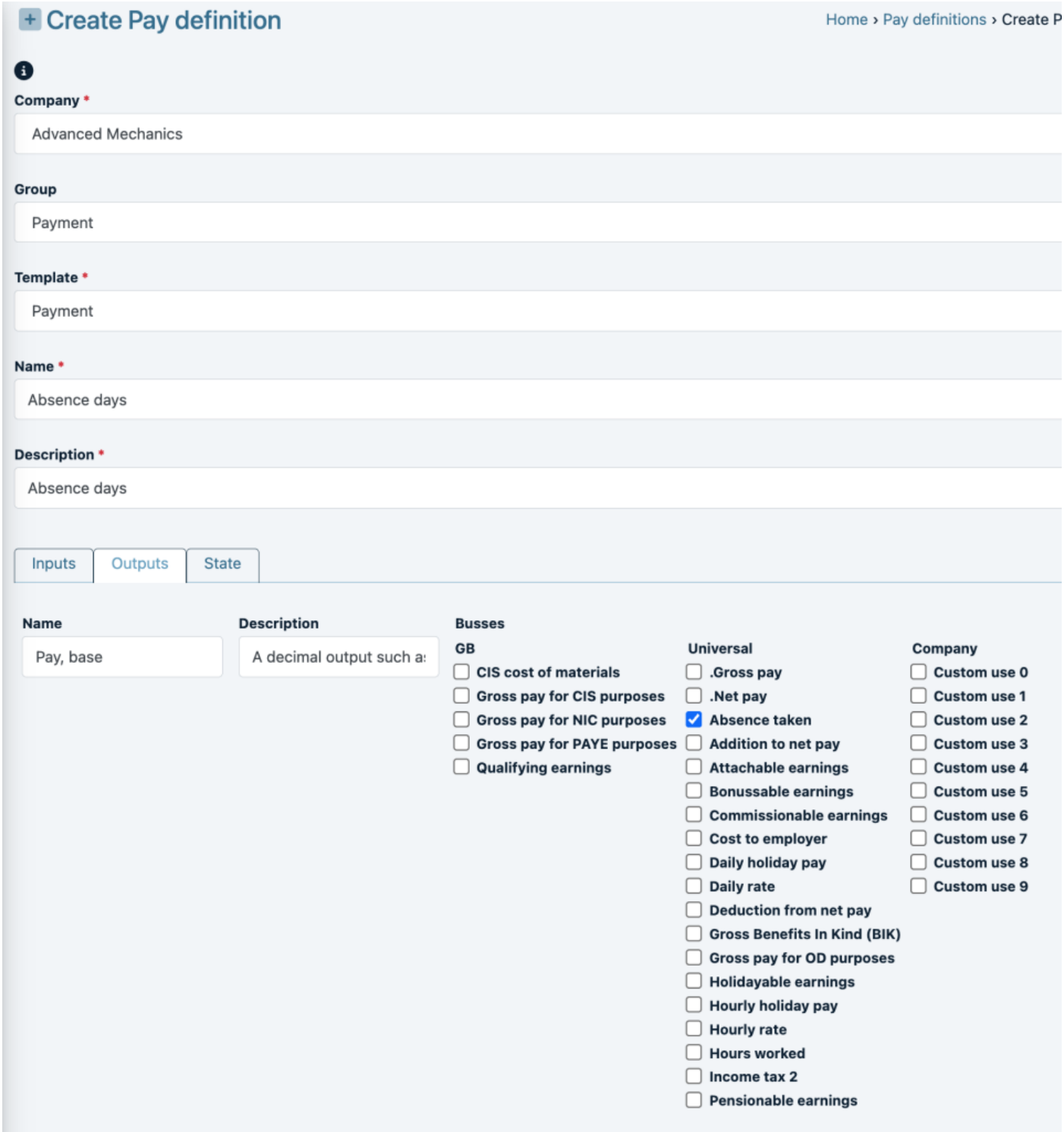
Unpaid leave for salaried workers

Time off · https://paiyroll.com/kb/unpaid-leave-for-salaried-workers/

Follow this guide if you need to subtract a number of days from salaried workers' pay, e.g. unpaid leave.

Absence pay definition

Setup > Pay Definitions > Add set up an appropriately named absence pay definition and clear all output busses except **Absence taken**:

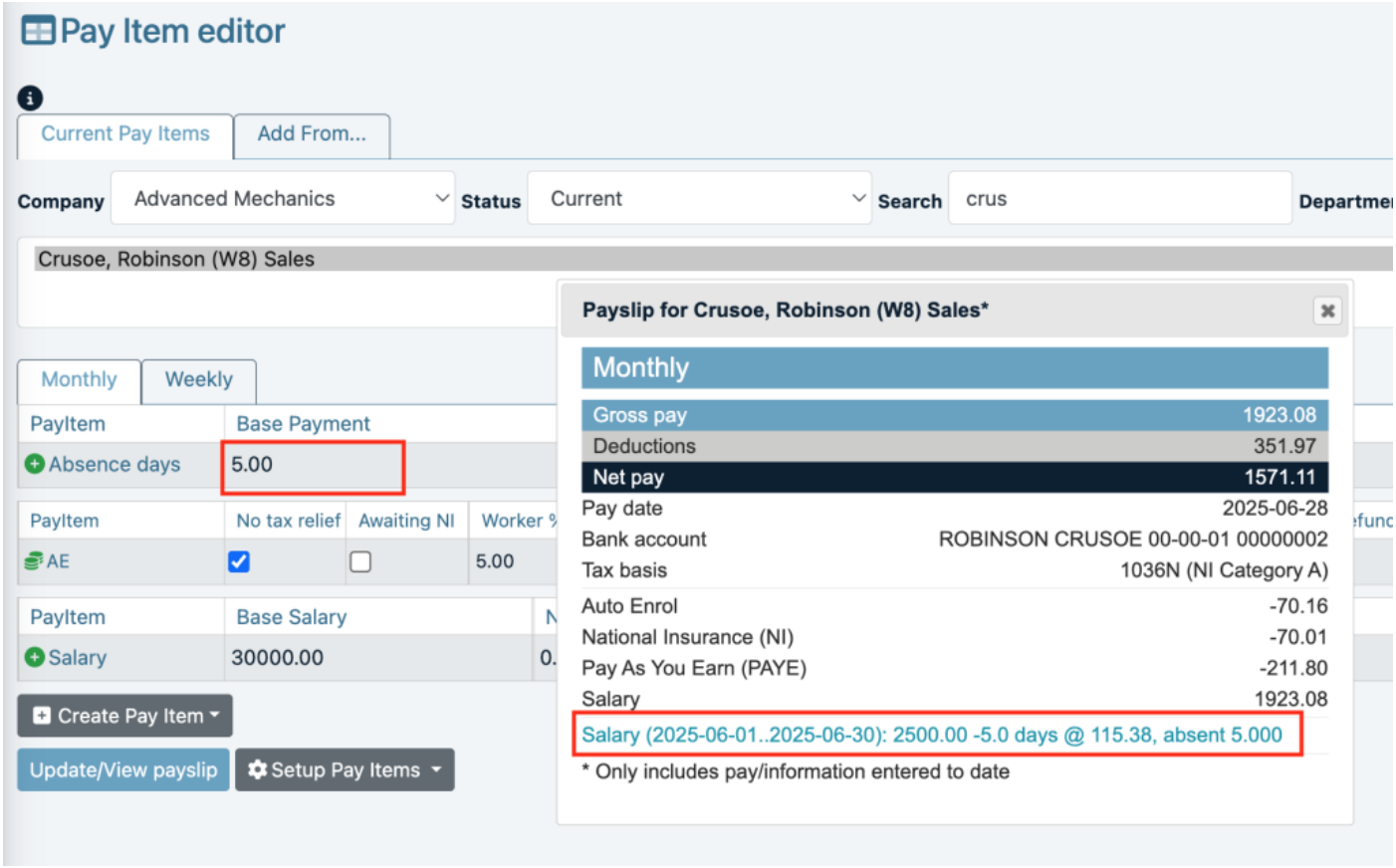


Click **Add**.

Pay Item Editor

Create the pay item for the employee and enter the number of absence days.

Update/ view payslip to check everything is in order:


Pay Item editor
Current Pay Items
Add From...
Company
Advanced Mechanics
Status
Current
Search
crus
Crusoe, Robinson (W8) Sales
Monthly
Weekly
PayItem
Base Payment
Absence days
5.00
PayItem
No tax relief
Awaiting NI
Worker %
AE
5.00
PayItem
Base Salary
Salary
30000.00
Create Pay Item
Update/View payslip
Setup Pay Items
Payslip for Crusoe, Robinson (W8) Sales*
Monthly
Gross pay 1923.08
Deductions 351.97
Net pay 1571.11
Pay date 2025-06-28
Bank account ROBINSON CRUSOE 00-00-01 00000002
Tax basis 1036N (NI Category A)
Auto Enrol -70.16
National Insurance (NI) -70.01
Pay As You Earn (PAYE) -211.80
Salary 1923.08
Salary (2025-06-01..2025-06-30): 2500.00 -5.0 days @ 115.38, absent 5.000
* Only includes pay/information entered to date