

User Manual: Employees

Leavedays

This manual offers support in learning how to work with the Leavedays application. This short manual pertains to employees and will guide them step-by-step in using the application. For a full overview of all the functionalities, please visit <http://support.leavedays.com>.



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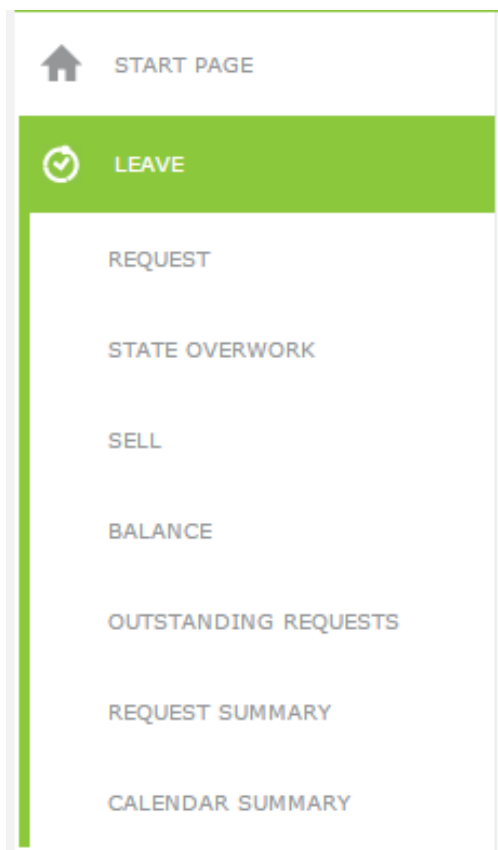


Logging onto Leavedays

Log into Leavedays.com

You have received a user name and password via e-mail, which allows you to log onto a specific URL (website) of Leavedays.com. The link in this e-mail takes you to your company's specific login screen. You can log in using the user name and password you received.

After logging in, you get to a start page, containing a side bar with the following options:





Request

At **'request'** you can request leave days. First select the type of leave you wish to request leave for under **'type of leave'**. There are various leave 'categories'. For instance, your total for normal leave will not be reduced if you apply for a doctor's visit or special leave for a wedding. However, the type of leave for which you can apply, differs per company.

You can select the leave days in the calendar, as shown below

request

name	ad min																																																															
status	new																																																															
I make a request for someone else <input type="checkbox"/>																																																																
year	1/1/2015 - 12/31/2015																																																															
type of leave	Normal leave																																																															
<table border="1"> <thead> <tr> <th colspan="7">march 2015</th> </tr> <tr> <th></th> <th>mo</th> <th>tu</th> <th>we</th> <th>th</th> <th>fr</th> <th>sa</th> <th>su</th> </tr> </thead> <tbody> <tr> <td>9</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>10</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td>11</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>12</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>13</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> </tr> <tr> <td>14</td> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Note : the number is zero!</p>		march 2015								mo	tu	we	th	fr	sa	su	9							1	10	2	3	4	5	6	7	8	11	9	10	11	12	13	14	15	12	16	17	18	19	20	21	22	13	23	24	25	26	27	28	29	14	30	31					
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14	30	31																																																														
number	00:00																																																															
current balance	98:00 ⓘ																																																															
reason	<input type="text"/>																																																															



If you would like to request a full week, you can simply select the week number, and the system will select the entire week bearing in mind the applicable schedule. The days of your request will then be shown in the calendar. You do not have to alter anything if you want to request the entire day, but can alternatively edit the desired start or end time. You can only select this if you have the option of requesting a morning, afternoon or entire day. The number of hours you have requested will be mentioned at number. The total number of hours remaining after this request will be shown at balance.

Click save. The request will be submitted to your manager. S/he will be informed about it via e-mail. You will be informed as soon as your supervisor assesses your request.



Stating overtime (if shown)

An overtime request is entered in the same way as a request for leave.

Select the day on which you worked overtime. Enter the amount of overtime you have worked. Possibly enter a percentage (rate) against which this overtime is registered; this is determined by the rules within your company.

Enter the reason why you worked overtime. If you fail to do so, the system will detect this. Save the request. Your request has now been entered into the system. Your manager will receive a notification of your request per email.

state overtime

name
ad min

state for someone else

type of leave

Time off in lieu (1/1/2016 - 1/1 ▼)

◀ april 2016 ▶

mo	tu	we	th	fr	sa	su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

There are no days in the request

total
-

total number
-
✕

remark

save

back



Balance

The balance menu-item shows you how many leave days you have taken and how many still remain. The types of leave in your screen may differ from those shown below.

Plus: Here, you can see the leave entitlement you have received in your employment. It is shown in days, hours, or days and hours. The overview below shows days.

Minus: Here, you can see how many hours/days you have taken up until now.

Balance: Here, you can see the current remaining balance of this type of leave.

For special leave, for instance, there is no balance at 'plus', 'minus' or 'balance'. This could also be the case for other types of leave, for instance a doctor's visit and illness. This means that these types of leave are only there for administration, and no leave will be deducted from your balance.

balance

year	1/1/2016 - 12/31/2016
------	-----------------------

name	Kim the Manager
employment	Standard (100%)

type of leave	plus	minus	balance	
<input type="checkbox"/> Normal leave	24d	-	24d	
<input type="checkbox"/> Special leave	-	-	-	
<input type="checkbox"/> Reduction in working hours	12d	-	12d	
<input type="checkbox"/> Doctor's visit etc.	-	-	-	
<input type="checkbox"/> Time off in lieu	-	-	-	
			12d	

In the example above, you can also see a total balance at the bottom, of 12 days. In case the settings allow this, the system will show a total line of several types of leave at the bottom. This example shows the total of normal leave and reduction in working hours. This way, you will have a clear overview of the leave you can use.



Explanation adaptations of leave

When you select a type of leave, normal leave for instance, you will see several adaptations at the top.

leave

[new adaptation](#) [new collective adaptation](#)

type	minus	plus	submitted	reason	
carry over balance	15d 04:00 (124:00)	-	12/31/2015	End of the year	🗑️
expired statutory days	-	-	7/1/2015	expired statutory days legislation in 2012	✏️ 🗑️
carry over balance	-	-	1/1/2015		🗑️
leave entitlement	-	24d (192:00)	1/1/2015	starting balance on basis of employment	🗑️

There are four possible adaptations:

- Administratieve adaptation

This refers to a manually added addition or subtraction of the balance. The reason is in the column to the right.

- Carry over balance:

This is carry over balance from a previous year that has been transferred to the next year. This balance can be either positive or negative.

- Leave entitlement:

This is the balance awarded to each employee at the start of each year, according to your contract.

- Expired statutory days

This balance has expired, because it was not used in time. This pertains to the 2012 legislation on leave.



Calculation of balance

When you select 'leave entitlement' you can see the calculation of your balance. Select '**detail**' next to calculation. Here you can see how your balance is comprised of your entitlement according to your contract, and with, if applicable, senior and seniority days.

Detail ✕

24d (192:00)

calculation (employment amount * hours per day * percentage%)

$24.00 * 8.00 * 100.00\% = 24d (192:00)$

Entitlement period

$[1/1/2016 - 1/1/2017] 366 / 366 =$
24d (192:00)





senior leave number [1/1/2016 - 1/1/2017]

date of birth			1/21/1950
Reference date seniordays			End of year
age	year in proportion		number
25.0	-	* 1.00 =	-
senior leave number		- * 100.0%	-



History of requests/changing requests


When you select a type of leave, you can see the history of all the requests of that particular type of leave along with the status of the request.

status	period	minus	plus	submitted on	reason
 being requested	11/27/2015/12/31/2015	2d (16:00)	-	11/26/2015 10:28 AM	
 being requested	12/2/2015 (8:30 AM - 12:30 PM)	0d 04:00 (04:00)	-	11/26/2015 10:27 AM	
 being requested	2/26/2016 (1:00 PM - 5:00 PM)	0d 04:00 (04:00)	-	11/26/2015 10:27 AM	
 being requested	1/22/2016 (8:30 AM - 5:00 PM)	1d (08:00)	-	11/26/2015 10:27 AM	

When you select the icon next to the request, you can change or cancel the pending or approved request. Your manager will then assess this change or cancellation.



Leave build-up

Next to normal leave is the following icon . This shows an overview of your balance, and the corresponding expiry dates.

At transport previous year, you can see the amount of leave transported from previous years. Remaining balance from before 2012 does not expire until 5 years after its entitlement, and thus will be shown at valid for another 5 years.

Furthermore, the balance is comprised of two parts: a statutory part and an exceeding statutory minimum part. The statutory part needs to be used within 1,5 years of its entitlement. For the statutory days of 2014, this has to be before July 2015. If this balance is not used, it will expire. This can be seen at expires on: 01-07.

The part exceeding the statutory minimum is valid for another 5 years.

In case there has been a **manual addition** this will be shown at 'manual added'. The same goes for leave days that are sold; they will appear at '**sold**'.

annual leave summary - ad min

	2016
transport previous year	-
statutory	10d (80:00)
exceeding statutory minimum	7d (56:00)
manually added'	-
<i>subtotal added</i>	<i>17d (136:00)</i>
total added	17d (136:00)
taken	17d (136:00)
expired	-
sold	-
total deducted	17d (136:00)
transport next year	12d (96:00)
expires on: 01-07	-
expires after the (fiscal) year	-
valid for another 2 years	-
valid for another 3 years	-
valid for another 4 years	-
valid for another 5 years	-

back



Outstanding requests

Requests that are still pending, and have not yet been assessed, can be found in this menu-item. Select the detail icon to learn more about the status of the request.

- START PAGE
- LEAVE
- REQUEST
- COLLECTIVE REQUEST
- STATE OVERTIME
- SICK REPORTS
- SELL
- BALANCE
- OUTSTANDING REQUESTS
- CALENDAR SUMMARY

outstanding requests

Name ad min

status	period	minus	plus	submitted on	reason
being requested	3/11/2015 (8:30 AM - 5:00 PM)	1d	-	3/10/2015 11:48 AM	

request sale remaining leave

No requests and cancellations were found



Calendar summary

The calendar summary shows an overview of all your own leave days, the leave days of your department, or the leave days within the whole company. This depends on the systems settings the Leavedays administrator has set for your company.

calendar summary

calendar view

Choose a period

	2016																										
	january																										
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	
mo	tu	we	th	fr	sa	su	mo	tu	we	th	fr	sa	su	mo	tu	we	th	fr	sa	su	mo	tu	we	th	fr	sa	su
Bakker, Alexander																											■
Bijl, Sylvia																											
Compete, Admin																											
Dijk, Leroy van		■																									
Gouka, Iris																											
Hadji, Hakim																											
Hatuina, Said																											
Maas, Ralph																											
Moerman, Paul	■	■																									
Moonen, Johan																											
Peterse, Tineke	■	■																									
Pieper, Marc																											
Schouten, Kyle																											
Smids, Lex																											
Storm, Patrick																											
Toorn, Rolf van der	■																										
Unal, Muhammet																											
Veen, Daniel van																											
Velde, Lex van der																											
Water, Piet van de																											

20 1 of 12 special days

The colours are explained in the legend. This way, you will be able to see when your colleagues have requested leave. A fully coloured tile means that the full day has been requested. If it is only a part of the tile, that means only a part of the day was requested. When you hover over the request with your cursor, you will be able to see the type of leave in question, as well as the time of the request.



User data / change password

At profile, you can see who assesses your leave, what your user name is, and you can select your preference in language for the application and the emails.

At change password you can change your password. The user name will remain the same. Go to top right-hand corner with your cursor and hover over your name. Then select 'profile' or 'change password' to proceed.

leave days | leave registration system Administration A

Welcome John Doe log off | ©

START PAGE

LEAVE

start page

Period

The following employees are on leave
- nobody

The following employees are celebrating their birthdays

day	date	name	function	department
Fri	15 Apr	Carsten Kausch	Productie Medewerker	Productie



Forgotten password

In case you have forgotten your password, go to the log in screen of Leavedays.com, and select 'forgot password'. Enter your user name and a new password will be generated and sent to your email address.



Questions?

In case you still have (partly) unanswered questions, we urge you to take a look at our support page:

[Http://support.leavedays.com](http://support.leavedays.com)

This well-visited website contains up-to-date information about the application, and answers to many frequently asked questions. We would advise you to look for your question in the database, by typing it in the search bar.

Still haven't found the answer? Contact the Leavedays administrator within your company.