

User Manual: Managers

Leavedays

This manual offers support in learning how to work with the Leavedays application. This short manual pertains to managers 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>.

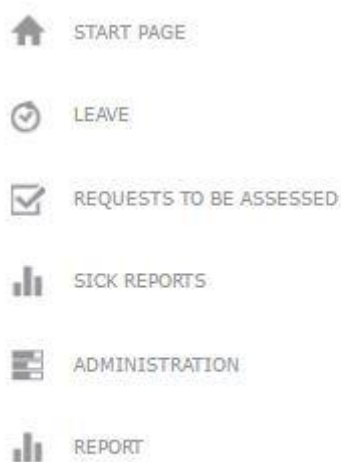


Contents

Introduction	2
In practice	3
Assessing requests	4
Calendar summary	6
Viewing balance of employees	7
Temporary replacement	8
Enter leave days for employees yourself	11
Sick report	12
Report	14
Questions?	15

Introduction

This manual serves to explain the extra tasks a manager has within the Leavedays system, as compared to an employee. Managers can assess requests and view the balance of their employees. The side- bar shows extra options when you select 'requests to be assessed', 'sick reports', 'administration' and 'report'.




Attention! For extra information about requesting leave and maintaining your own leave, refer to the employee user manual.



In practice

You have just received an email from an employee who is requesting leave, or who has changed his/her leave request. The link in the email allows you to immediately log into the Leavedays system with your personal user name and password.



leave days registration Kim van de Toorn

A new request to assess has been submitted

Modified by	: 4/15/2016 - ad min
Employee	: A Employee
Request	:

4/26/2016 (08:30 - 17:00)	08:00	Normal leave
---------------------------	-------	--------------

total	: 08:00
reason	:

To assess the request that was just made or changed, select **‘requests to be assessed’** and **‘to be assessed’**. Here, you will find all requests that were made by your employees in the calendar overview of the current month.



Assessing requests

Through the different colours and the names in the legend, you can see what kind of request it is: a new request, a changed request, or a canceled request.

Select the request for leave which is to be assessed by selecting the check box next to the type of leave.

Assess

Request

legend: new changed

<input type="checkbox"/>	employee type of leave	period reason	balance	minus plus
<input type="checkbox"/>	Employee, A <u>Normal leave</u>	4/21/2016 (8:30 AM - 5:00 PM)	176:00	08:00 -
<input type="checkbox"/>	Employee, A <u>Normal leave</u>	4/26/2016 (8:30 AM - 5:00 PM)	176:00	08:00 -

The calendar will automatically jump to where the request takes place.

The box of the request in question will be shown in the calendar overview. It is red in the example.

Assess

Request

legend: new changed

<input type="checkbox"/>	employee type of leave	period reason	balance	minus plus
<input checked="" type="checkbox"/>	Employee, A <u>Normal leave</u>	4/21/2016 (8:30 AM - 5:00 PM)	176:00	08:00 -
<input type="checkbox"/>	Employee, A <u>Normal leave</u>	4/26/2016 (8:30 AM - 5:00 PM)	176:00	08:00 -

Cancellations

No cancellations were found

only own employees ▼

2016																											
april																											
15							16							17													
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3					
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
<u>Employee, A</u>																											
<u>min, ad</u>																											

20 ▼ 1 of 1 ◀ ▶ ☐ special days ☐ schedule

approve reject



Approve: In case the request needs to be approved, select 'approve'.

Reject: In case the request needs to be rejected, you have to add a reason why, so that the employee can be made aware of the reason for the rejection. This reason can be added in the 'remark' section after you have selected 'reject'.

An approval as well as a rejection will automatically cause an email to be sent to the employee in which they are notified of the status of their request, and the reason (if applicable).

START PAGE

LEAVE

REQUESTS TO BE ASSESSED

TO BE ASSESSED

LEAVE SALE TO BE ASSESSED

OUTSTANDING REQUESTS

ADMINISTRATION

IMPORT

MASTER DATA

SYSTEM SETTINGS

REPORT

Assess

Request

Legend: new changed

	employee type of leave	period reason	balance	minus plus
<input checked="" type="checkbox"/>	Employee, A Normal leave	4/21/2016 (8:30 AM - 5:00 PM)	176:00	08:00 -
<input type="checkbox"/>	Employee, A Normal leave	4/26/2016 (8:30 AM - 5:00 PM)	176:00	08:00 -

Do you want to reject the selected requests?

remark

only for managers

OK

cancel

approve

reject



Calendar summary

Depending on the settings in the system, you may be able to see whom of your colleagues in your department, or the whole company, has taken a leave day.

By selecting 'only own employees' in the calendar summary, you will only see the employees of whom you assess the requests.

calendar summary

calendar view

only own employees ▼

Choose a period

📅

legend

2016

april

14							15							16								
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
Employee, A																						
min, ad																						

20 ▼

⬆

1 of 1

⬇

⬅

➡

☐ special days

☐ schedule



Viewing balance of employees

At 'administration' → 'employee balance summary', you can gain insight into your employees' balance. You can see taken as well as remaining balance.

balance

department	Standard ▼
year	1/1/2016 - 12/31/2016 ▼
show	credit ▼

name	Normal leave	Special leave	Reduction in working hours	Doctor's visit etc.	Time off in lieu
Employee, A	176:00	-	96:00	-	-
min, ad	24d	-	12d	-	-

When you select the name of a specific employee, you will gain access to their leave data, and you can also request extra details just as you would for your own balance.

balance

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

name	A Employee
employment	Standard (100%)

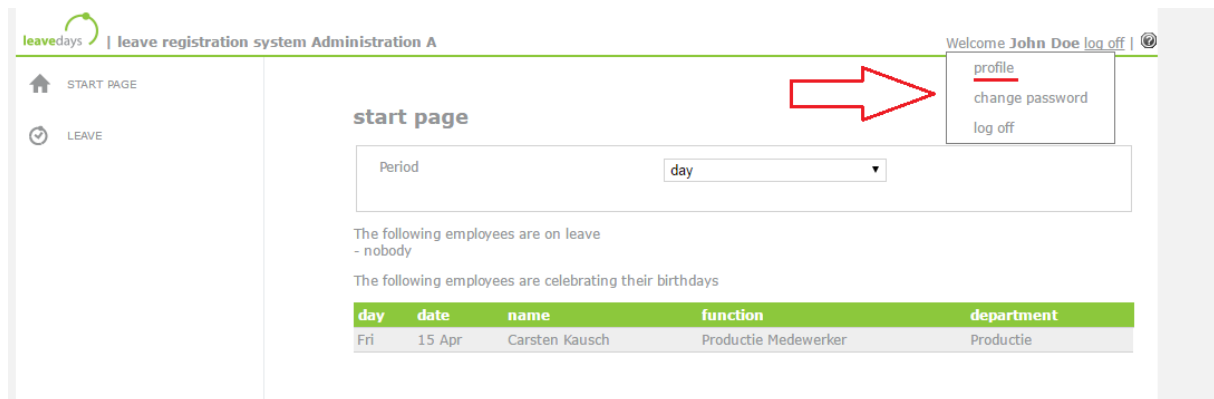
type of leave	plus	minus	balance	
 Normal leave	192:00	16:00	176:00	 
 Special leave	-	-	-	
 Reduction in working hours	96:00	-	96:00	
 Doctor's visit etc.	-	-	-	
 Time off in lieu	-	-	-	
			96:00	

recalculate balance process reopen delete year

back

Temporary replacement

In the menu at the top at 'profile', you can appoint a temporary replacement, for during temporary absence, for instance illness or vacation. Hover with your mouse over your name at the top and select 'profile' to view your user data.



The screenshot shows the 'leave registration system Administration A' interface. The top navigation bar includes the 'leave' logo, the system name, and a user welcome message 'Welcome John Doe' with a 'log off' link. A dropdown menu is open, showing 'profile', 'change password', and 'log off'. A red arrow points to the 'profile' link. The main content area is titled 'start page' and contains a 'Period' filter set to 'day'. Below this, it states 'The following employees are on leave - nobody' and 'The following employees are celebrating their birthdays'. A table lists employees with columns for day, date, name, function, and department.

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

From the moment of selecting this replacement, all requests will be sent to him/her. You will not receive notifications of them anymore.



profile

name	ad min
function	
department	Standard
employee number	
e-mail	kmvandertoorn@outlook.com
authorizer leave	ad min
user name	admin
roles	<ul style="list-style-type: none"> administration
<ul style="list-style-type: none"> employee manager system management 	
language for e-mail(s)	English ▼
language for the website	English ▼
temporary replacement	<div>▼</div> <div> Christian Albertz Kim the Manager ad min </div>

[cancel](#)

Should you still want to keep up to date about your employees, the Leavedays administrator at your company can change the settings so that you still receive emails about requests (via the *edit employee screen*, in the *manager tab*).



employment
manager
user
sell leave
calendar
logbook

temporary replacement
Choose...

e-mail cc

☐ mail if substituted

☐ making request for own employees

☐ can report sick

manager of

Active Employees

name	external number
Employee, D	
Employee, H	1043
Employee, K	1040
Employee, L	1046

Inactive Employees

name	external number
------	-----------------

save
back

As soon as you are back from your leave, this can be changed back in the same screens as the ones shown above.



Enter leave days for employees yourself

It is also possible to request leave for your employees yourself. This depends on the settings in the system, as set by the Leavedays administrator in your company (at the *edit employee screen* at the *manager tab*). The check box 'making request for own employees' makes this possible. Contact the Leavedays administrator in your company to enable this.

employment
manager
user
sell leave
calendar
logbook

temporary replacement
Choose...

e-mail cc
☐ mail if substituted

☒ making request for own employees

☐ can report sick

manager of
Active Employees

name	external number
Employee, D	
Employee, H	1043
Employee, K	1040
Employee, L	1046

Inactive Employees

name	external number
------	-----------------

save
back

If your company also uses the 'register sick' module, you can also determine in this screen whether you can register you employees sick and recovered.





Sick report

It is possible to register illnesses in the Leavedays system. Up until now, this was the task of the administrator, but it is now also possible, as a manager, to register illness for all your own employees, if you have been given the permission.

To register illness, go to **'sick reports' ⇒ 'new sick report'** in the menu on the left. In the screen that appears, first select the employee in question, after which you can enter the correct starting date and time of the illness. You can use the little calendar and clock icons to do so.

Sick reports

employee	-- please select --
beginning	3/10/2017 12:00  
end	
remark	The Flu
measures taken	Lots of sleep + vitamins
inform	select an employee...

Fill out the box with “remark” and “measures taken”, after which you can save the sick report. It is also possible to inform someone else about the illness. This can be an administrator or someone else. If the person you want to inform is not present in the dropdown menu, you can select “other”. This option gives you the possibility to enter an email address, to which an email will be sent about the sick report.

Recovered

As soon as an employee has recovered from their illness, it is necessary that this is also registered in the system. You can do this as follows:

In the menu on the left, navigate to **'sick reports' ⇒ 'overview'**. A screen will appear, showing all current sick reports. Select the little pencil icon next to the employee who needs to be registered as recovered. The details of the sick report will be shown, along with the options “new” and “report as recovered”. The option “new” allows you to fill in a new measure that was taken during the period of illness. The “report as recovered” option can be found in the top left corner, in the green header. After you have selected this button, fill out the date and time of the registered recovery. Once again, you have the possibility to inform someone of this. Don't forget to select “save”.



Sick reports

report as recovered

employee

Doe, John

beginning

3/16/2015 12:00 AM

end

remark

The flu

measures taken

▪ 3/17/2015 9:48 AM
ad min -

Lots of sleep +
vitamines

new

back

After these steps, the employee will be registered as 'recovered' in the system. The period of sick leave of this employee can be viewed in the calendar summary or in the employee balance summary in the detail of the type of leave which is linked to the module register sick.



Report

A manager has the possibility to request a **leave build-up report** pertaining to his/her employees. You can see that the screen is divided into three columns. The left column shows additions, the entitlement, and the remaining balance from the previous year. The middle column shows the taken leave, the expired leave, and the sold leave. The right column shows the build-up of the current balance. It also shows until when the leave is valid, and how much leave there is.

leave build-up report

show filter ▼

show report

Achatz, Andreas
current balance
-

plus	number	minus	number	expires on	number
transport previous year	-	taken	-	expires on: -	-
statutory	-	expired	-	expires after the (fiscal) year	-
exceeding statutory minimum	-	sold	-	valid for another 2 years	-
manually added'	-			valid for another 3 years	-
				valid for another 4 years	-
				valid for another 5 years	-
total	-	total	-		

Albertz, Christian
current balance
-

plus	number	minus	number	expires on	number
transport previous year	-	taken	-	expires on: -	-
statutory	-	expired	-	expires after the (fiscal) year	-
exceeding statutory minimum	-	sold	-	valid for another 2 years	-
manually added'	-			valid for another 3 years	-
				valid for another 4 years	-
				valid for another 5 years	-
total	-	total	-		

Attention! This option is only available when your company uses the 2012 legislation which entails statutory and exceeding statutory minimum leave days. When in doubt, contact the Leavedays administrator at your company.

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.