



DIGITALISATION LEAVE REQUESTS

Manual for worker

KRONOS

DAIKIN EUROPE N.V.

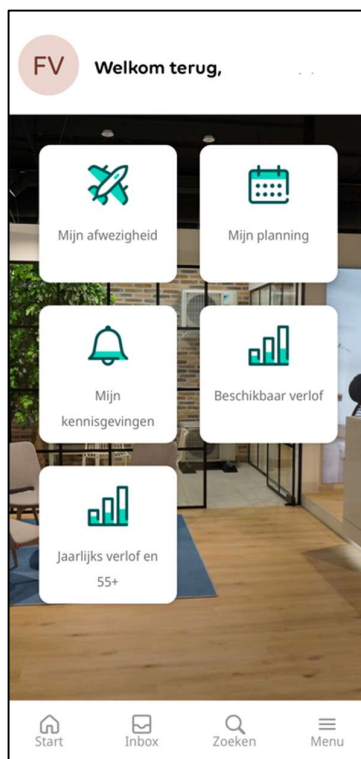
HOW TO REQUEST LEAVE WITH THE MOBILE APP

(version: 14/02/2025)

- I. BUTTON: MY TIME OFF
- II. BUTTON: MY SCHEDULE
- III. BUTTON: MY NOTIFICATIONS
- IV. BUTTON: BESCHIKBAAR VERLOF
- V. BUTTON: JAARLIJKS VERLOF & 55+
- VI. HOW CAN I CONSULT A CANCELLATION OF MY LEAVE REQUEST

When you open the mobile app, you will be taken to the home screen with the 5 buttons. These buttons are similar to the tiles on the badge terminals in the factory. Below is a detailed description of how to use these 5 buttons. With the “house icon: START” at the bottom left of the screen you can always return to the home screen of the app.

The app will always open in the Dutch language since this is a standard setting in the app. Below, we describe how you can change the language to English. You will have to do this every time you open the app.



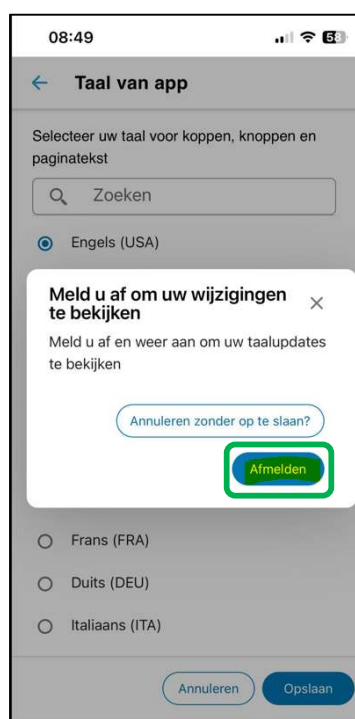
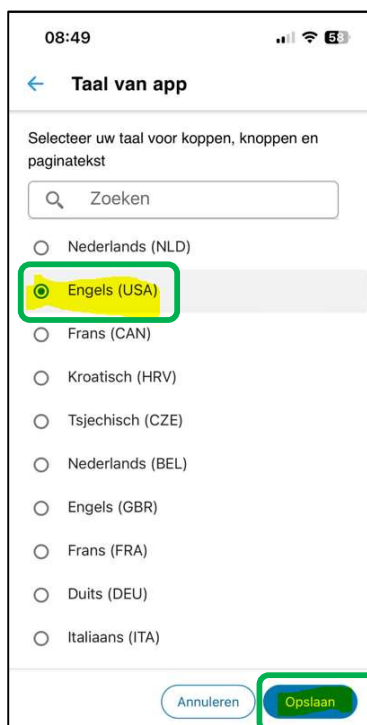
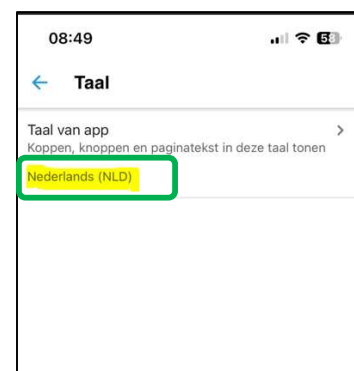
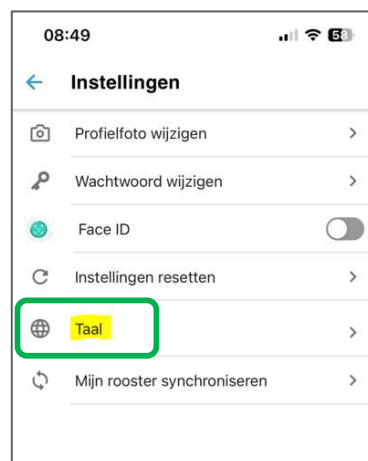
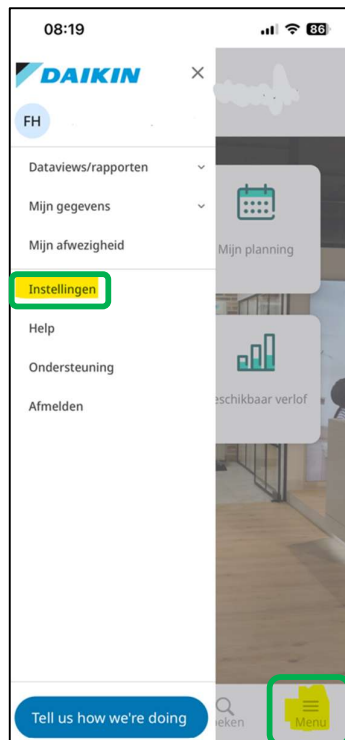
CHANGE LANGUAGE TO ENGLISH

STEP 1: Select the three stripes on the bottom right corner of your screen “MENU” and then select “Instellingen”

STEP 2: Select ‘Taal’ and click on ‘Nederlands’

STEP 3: Select ‘Engels (USA)’ and click ‘Opslaan’

STEP 4: Select ‘Afmelden’. You will have to log off and log on again in the app. Your app will be in English.

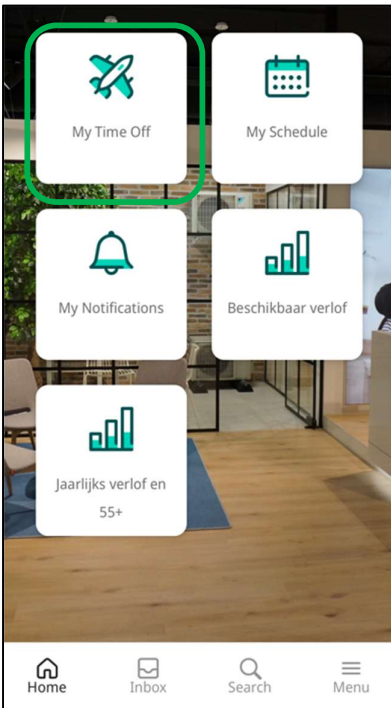


I. BUTTON “MY TIME OFF”

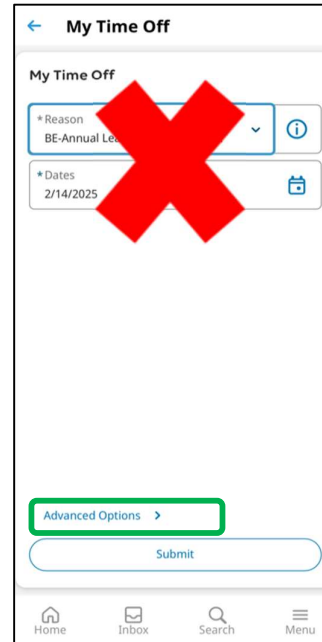
You can request vacation by using (1) the button “My Time Off” or (2) the button “My Schedule”.

(1) WITH THE BUTTON “MY TIME OFF”

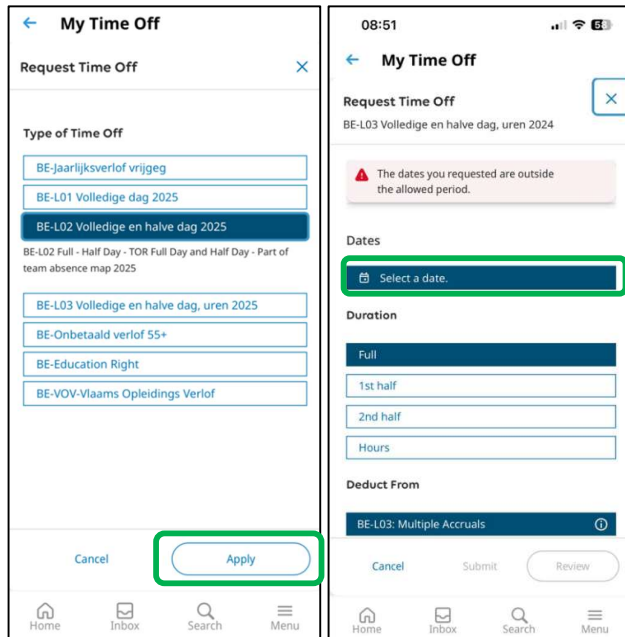
STEP 1: Select the button “My Time Off”



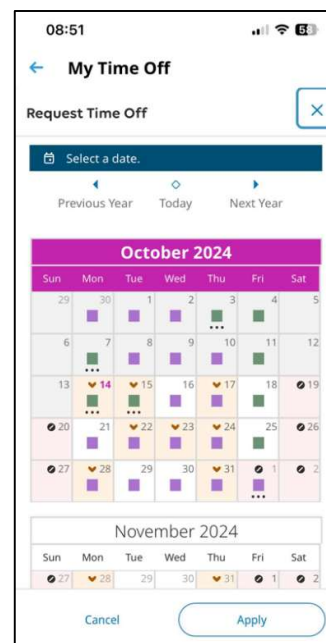
STEP 2: The screen below appears. You choose the option "advanced options" to be able to choose vacation from the available leave types.



STEP 3: The screen below appears. Choose the desired Time Off type and click on “apply”. In the next screen, click on ‘select a date’.



STEP 4: Select your date. In the calendar you see if your leave request is still within the leave quota. More info, see below. It is recommended that you request your vacation day by day (taking into account the daily quota).



STEP 5: In the next screen, select the 'duration'. The options for 'duration' depend on the chosen leave type. You can find the overview on the right.

08:52

← My Time Off

Request Time Off

BE-L03 Volledige en halve dag, uren 2024

Dates

10/28/2024

Duration

Full

1st half

2nd half

Hours

Start Time

5:00 AM

End Time

7:00 AM

Deduct From

Cancel Submit Review

LEAVE TYPE	DURATION: select
BE – Jaarlijks verlof vrijgegeven BE L01 – volledige dag BE-Onbetaald verlof 55+ BE – Education Right	- Full (full day)
BE - L02 – volledige of halve dag	- Full (full day) - 1st half - 2nd half
BE - L03 – volledige, halve dag of uren	- Full (full day) - 1st half - 2nd half - Hours
BE – VOV - Vlaams Opleidingsverlof	- Full (full day) - 1st half - 2nd half - Hours

For “Deduct from”: you don't have to select anything. The system will confirm which leave type you selected in the previous screen.

You can review your leave request with the 'review' button or submit your request by clicking on 'submit'. At this moment, you can still cancel your leave request by clicking on 'cancel'.

STEP 6: If you choose 'hours', you must select the exact 'start hours' and 'end hours' of your leave. For example, from 5:00-7:00. Click on submit.

08:52

← My Time Off

Request Time Off

BE-L03 Volledige en halve dag, uren 2024

Dates

10/28/2024

Duration

Full

1st half

2nd half

Hours

Start Time *

5:00 AM

End Time *

7:00 AM

Deduct From

Cancel Submit Review

STEP 7: Once your leave request has been submitted, you will see the screen below. This means that your leave request has been **SUBMITTED**. Your leave request has not been approved yet. On this screen you can still cancel your request by clicking on the 'cancel request' button. Click on 'done' to go back to the home screen.

10:26

App Store

Request Time Off

BE-L03-Volledige en halve dag, uren

Information Your time-off request has been submitted.

Summary

BE-L03 Casc (Hours)

Monday 04/12/2023

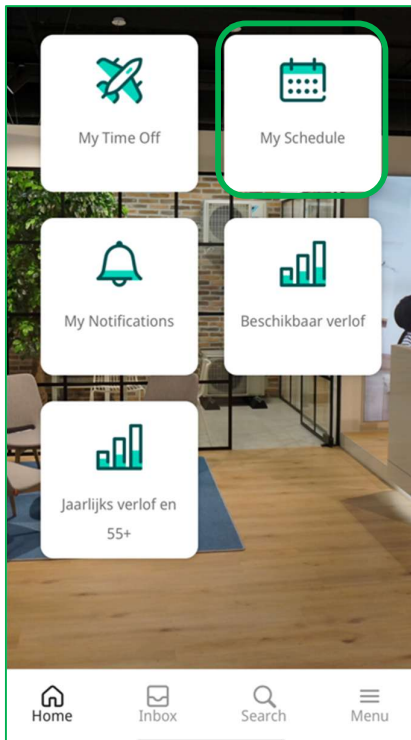
05:00-07:00

Cancel Request Done

(2) WITH THE BUTTON “MY SCHEDULE”

You can also request a leave day by using the button “My Schedule”.

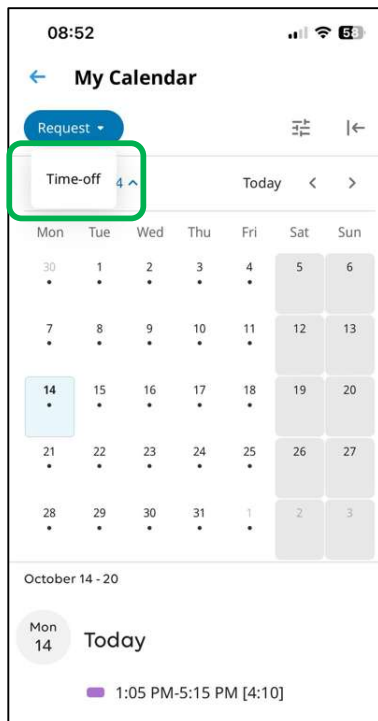
STEP 1: Select the button “My schedule



STEP 2: The screen below appears. This is the calendar of the current month. You can scroll down and up to see more details. You can submit a new leave request from this screen by clicking on 'Request'.



STEP 3: The screen below appears. Now click on 'time off' to request a vacation day.



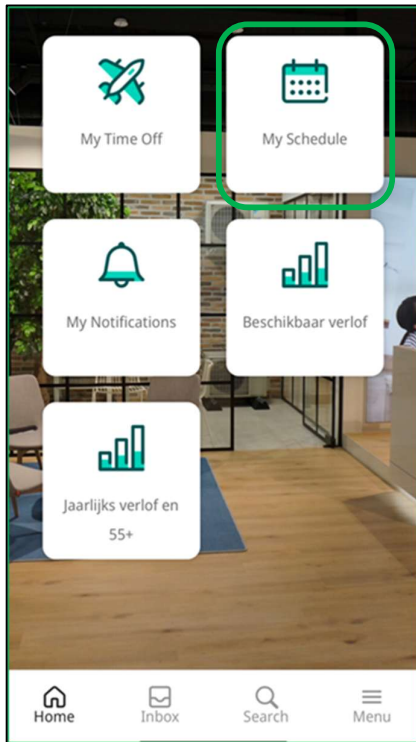
STEP 4: The screen below appears. Choose your type of Time off and follow the steps as described above.



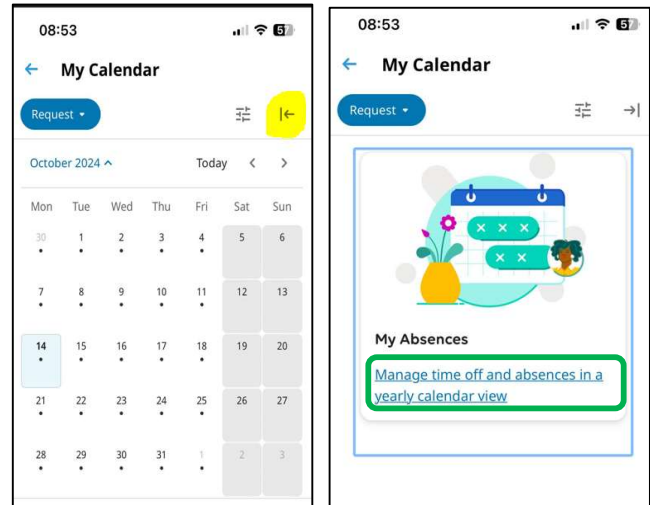
II. BUTTON “MY SCHEDULE”

With the button “My Schedule”, you can check whether your leave request is still within the leave quota or not.

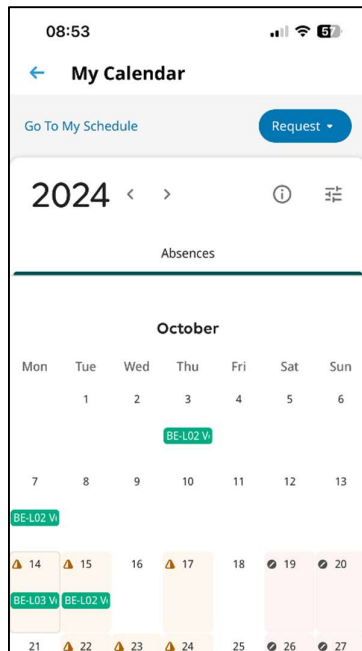
STEP 1: Select the button ‘My Schedule’



STEP 2: The calendar of the current month opens but this doesn't show the leave quota yet. You have to click on the yellow arrow (see below). Click then on 'Manage time off and absences in a yearly calendar view'.



STEP 3: The calendar of the current month opens again but now you will see the information of the leave quota. You will see different colours.



Explanation colour codes in calendar:

In the example left, you see a day of holiday on 3 and 7 October (leave type L02). If you click on the day, you see more details.

On Saturday 19 and Sunday 20 October, the cells are marked in **red** since this is not a work day (quota = 0). If the quota is full, then the day will also be marked in red. But you can still request a leave day.

On 1 and 2 October, the days are coloured **white**, this means that nobody is already in leave or submitted leave.

On 17 October, the day is coloured in **orange** since some colleagues already have vacation but the quota has not been reached.

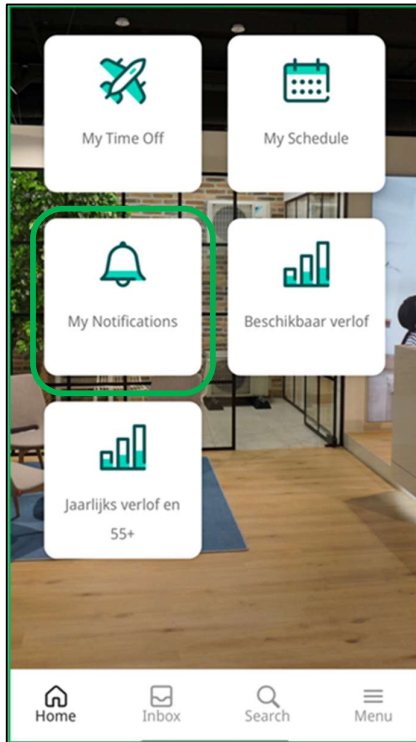
By scrolling up or down, you can consult previous or future months.

You can even request a leave with this screen by clicking on “request”.

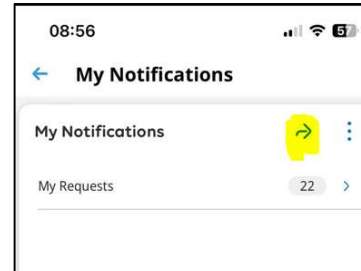
III. BUTTON “MY NOTIFICATIONS”

You can check the status of your leave requests with the 'my notifications' button.

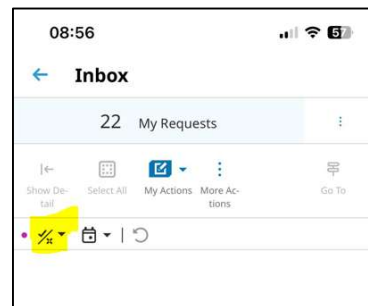
STEP 1: Select the button “My notifications”



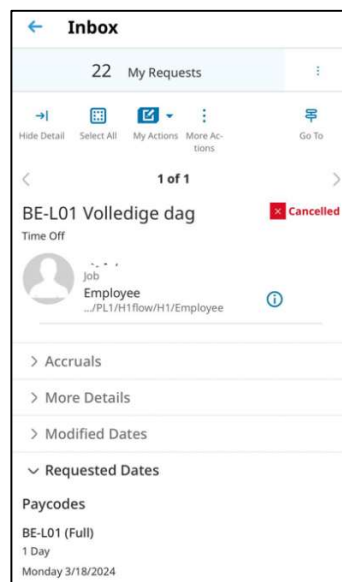
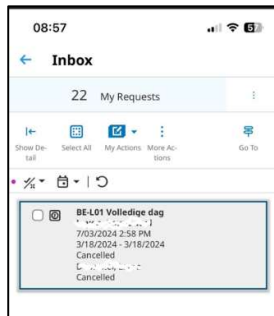
STEP 2: The screen below appears. By clicking on the arrow next to 'my notifications' you will get an overview of your messages.



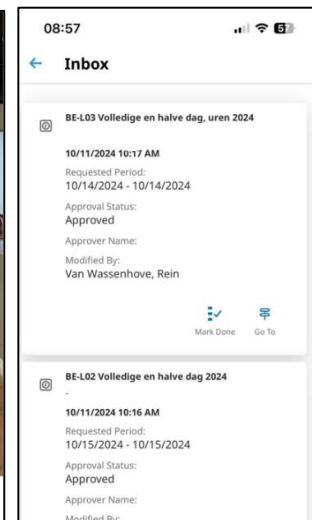
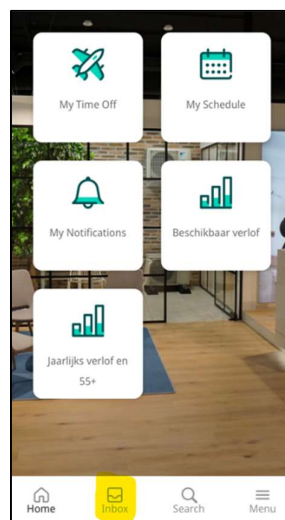
By clicking on the filter marked in yellow (see below), you can select which leave requests you want to see eg. the 'approved' ones, 'cancelled',...



STEP 3: In the next screen, you can see more details of the leave request. Eg. 18/3/2024 has been cancelled.



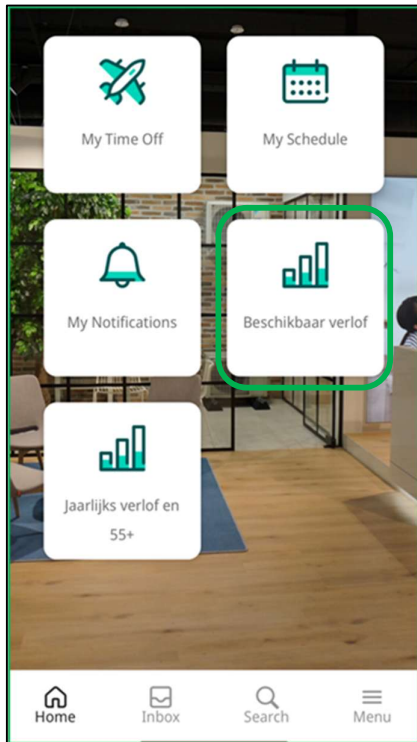
STEP 4: With the button “Inbox” you can also see the status of your leave requests. You can click on “mark done” if you want to remove the notifications



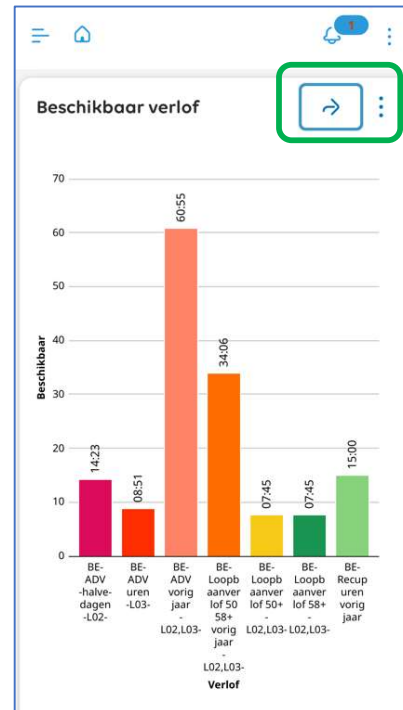
IV. BUTTON “BESCHIKBAAR VERLOF

With the "Beschikbaar verlof" button, you will get an overview of your leave balance per leave type (excluding the leave that you can only take in full days.)

STEP 1: Select the button “Beschikbaar verlof” to see an overview of your available balance per leave type. The leave that you have to take in full days is visible in the tile “Jaarlijks verlof & 55+”.



STEP 2: The balance per leave type is expressed in **hours and minutes**. More details about your leave can be seen by clicking on the arrow at the top right of the screen. (The below graph is just an example!)



STEP 3: Below is an overview of your leave per leave type. By clicking on the arrow to the right of the leave type, you see more details eg. ADV-half-days-L02.

Verlof Type	Totaal	Geselecteerd	Verfijnen
BE-Loopbaanverlof 50 5...	34:06	00:00	00:00
BE-Recup-uren vorig jaar	15:00	00:00	00:00
BE-ADV-halve-dagen-L02-	29:38	15:15	00:00
BE-Loopbaanverlof 50+ ~...	07:45	00:00	00:00

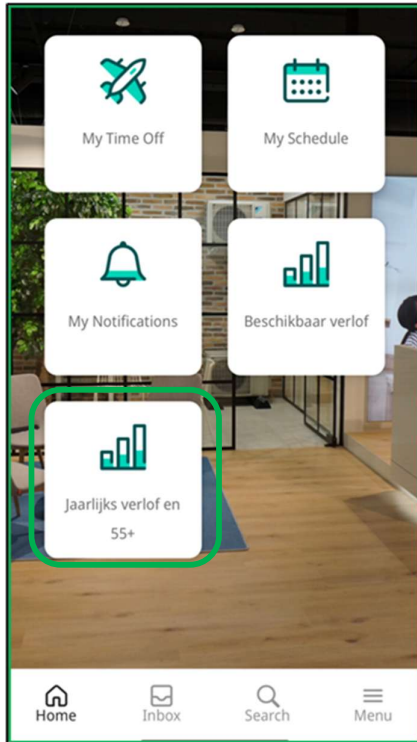
STAP 4: For example, ADV half days (L02). This employee has earned a total of 29h38min ADV (half days L02) based on the employment today (“**verdiend saldo**”). The employee has already taken 15h15min (“**genomen (verleden)**”). There is no leave scheduled for this leave type in the future “**gepland (toekomst)**” so the employee still has an available balance of 14h23min for this type of leave (**beschikbaar**).

Details
Verslagperiode: 01-01-2023 - 31-12-2023
Verlof: BE-ADV-halve-dagen-L02-
Verdiend saldo: 29:38
Genomen (verleden): 15:15
Gepland (toekomst): 00:00
Beschikbaar: 14:23

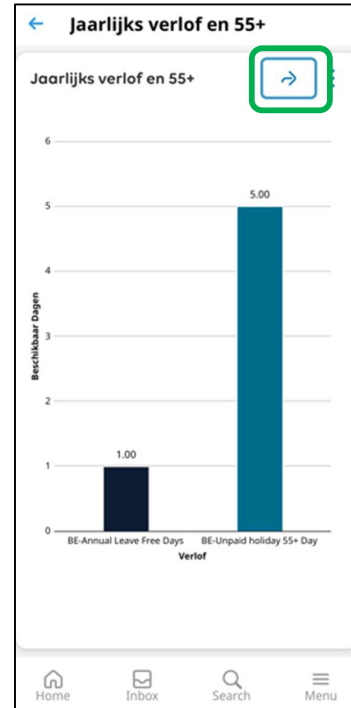
V. BUTTON “JAARLIJKS VERLOF & 55+”

With the "Jaarlijks verlof & 55+" button, you will get an overview of your leave balance per leave type (that you can only request in full days).

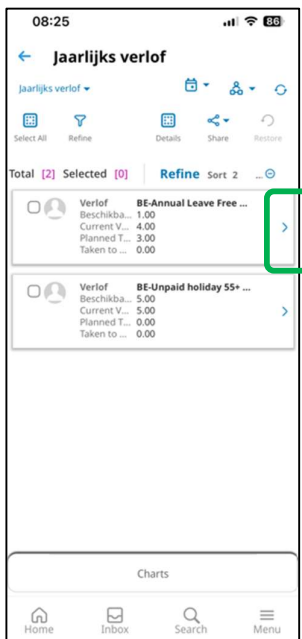
STEP 1: Select the button “Jaarlijks verlof & 55+” to see an overview of your available balance per leave type. This is leave **you can only take in full days**.



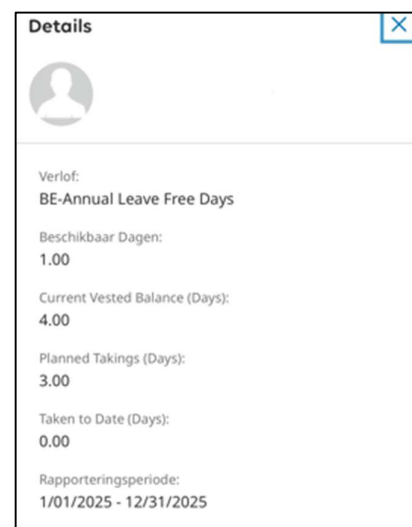
STEP 2: The balance per leave type is available in **DAYS**. More details about your leave can be seen by clicking on the arrow at the top right of the screen. (The below graph is just an example!)



STEP 3: Below is an overview of your leave per leave type. By clicking on the arrow to the right of the leave type, you see more details eg Unpaid 55+ holidays.



STAP 4: In the example below, the employee has earned 4 Annual Leave free days, he has planned 3 days in the future, so the available balance is 1 day.

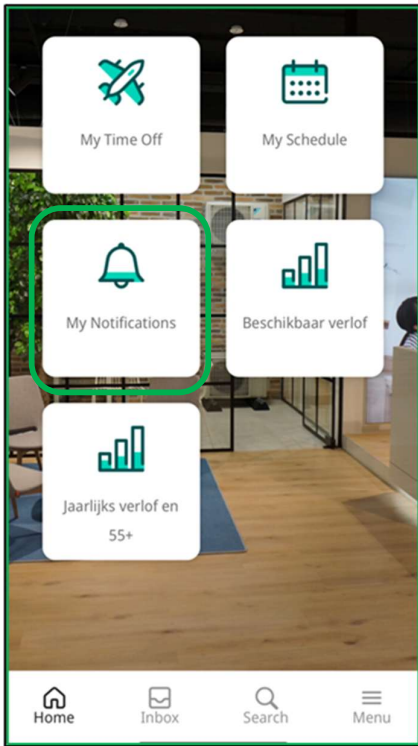


VI. HOW CAN I CONSULT A CANCELLATION OF MY LEAVE REQUEST

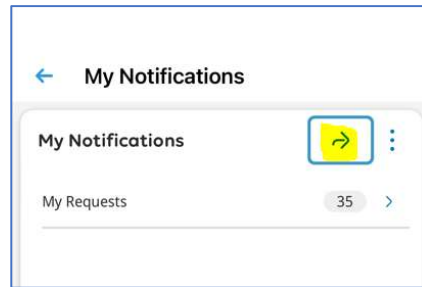
In the Kronos app, you can consult that a leave request has been cancelled in 2 ways. You can do this via the "My notifications" button and also via the "My schedule" button. In the example below, the leave day of 21/06/2024 was cancelled.

OPTION 1: with the button "My notifications"

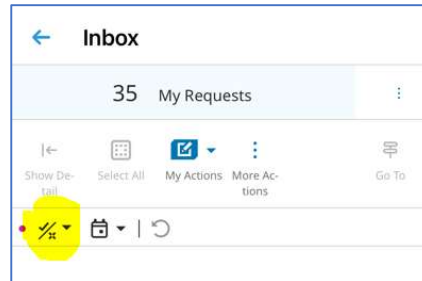
STEP 1: Select the button "My notifications"



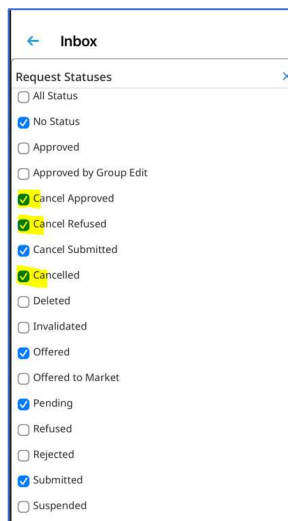
STEP 2: The screen below appears. By clicking on the arrow next to 'my notifications' you will get an overview of your messages.



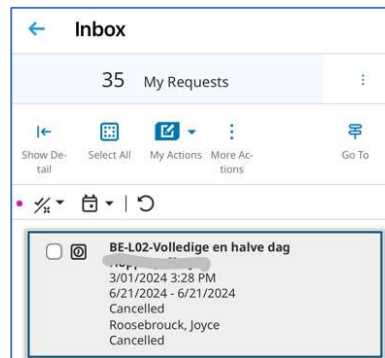
To see the status of cancelled requests, you have to adjust the filter. You click on the icon in yellow and also select the "cancellations".



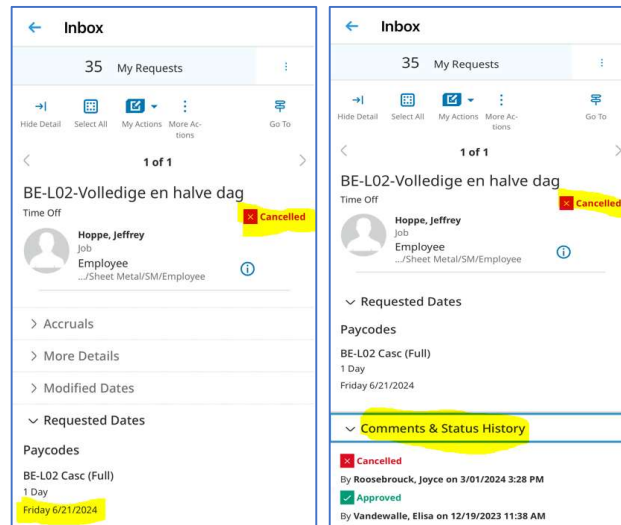
STEP 3: Select the 3 options in yellow below. Then click on the cross at the top right. Then you can see the status of the leave days that have been cancelled.



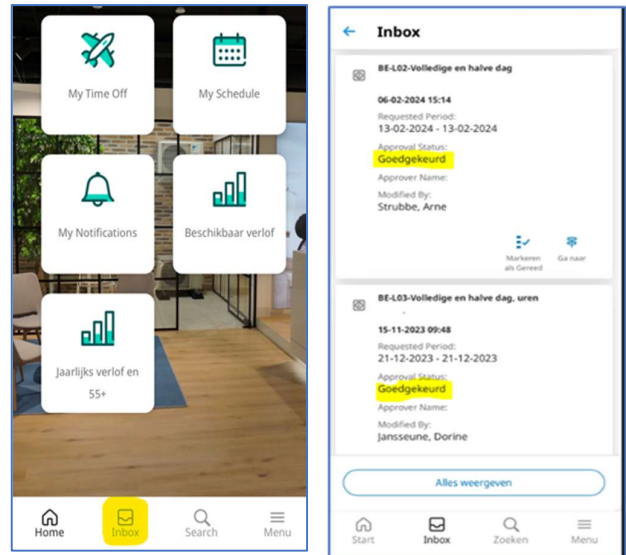
STEP 4: In the example below, you can see that on 01/03/2024, the leave day of 21/06/2024 was cancelled by an HR employee.



STEP 5: If you click on the request, you can see more details.

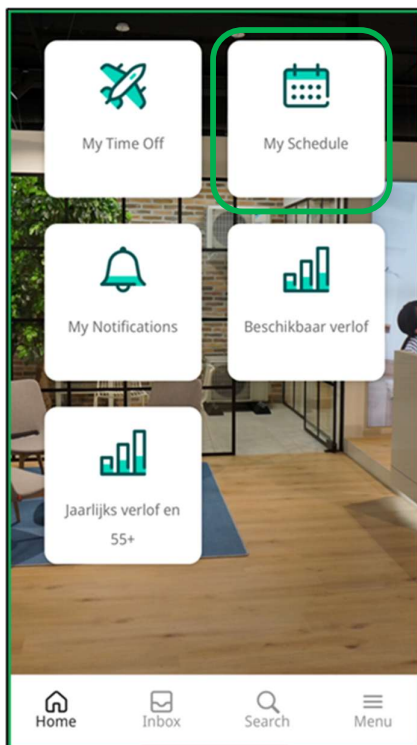


STEP 6: Also in the "INBOX" on your home screen, you can consult the status of your leave requests.



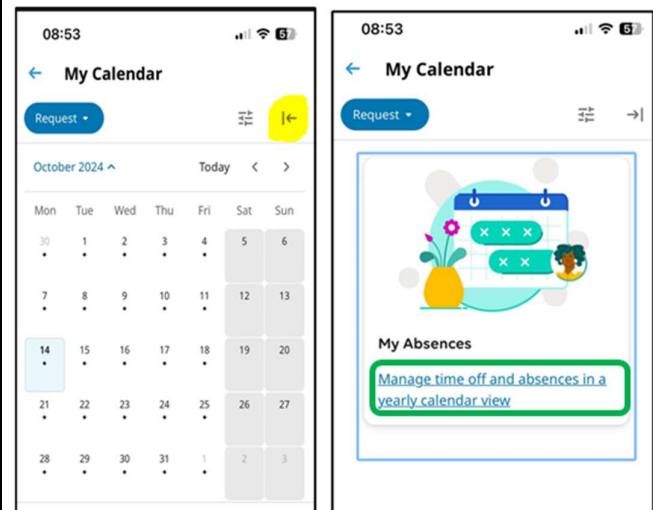
OPTION 2: with the button "My schedule"

STAP 1: Select the button "My schedule"



STEP 2:

The calendar of the current month opens. You have to click on the yellow arrow (see below). Click then on 'Manage time off and absences in a yearly calendar view'. Your personal calendar opens. Here you can consult whether you leave day has been removed from the calendar.



Frequently Asked Questions

QUESTION:

In my leave counter L02 I still have seniority leave or CAO leave but less than half a day. How can I still request these hours this calendar year?

ANSWER:

Seniority leave and CLA leave are at the top of the L02 counter, which means that it is first deducted from the counter. In exceptional cases, you may still have seniority leave or CLA leave left at the end of the calendar year, but not enough to request half a day's leave via the terminal or app.

In this case, you may contact Employee Service. They will transfer the balance of seniority leave and/or CLA leave from counter L02 to counter L03 (under the same type of leave) so that the employee can still take this leave in hours.

QUESTION:

If my calendar already includes half a day of absence (e.g. half a day progressive illness, half a day of leave,...) but I want to take the other half day of leave. Do I have to request half a day or full day of leave via the terminal or the app?

ANSWER:

In that case, you need to request a full day in the app/terminal. If you only requested half a day, the system would only count half of the remaining half day, which is not correct. (because this would only be a quarter of the full working day).

If you have questions about this manual, please send an email to appholiday@daikineurope.com.