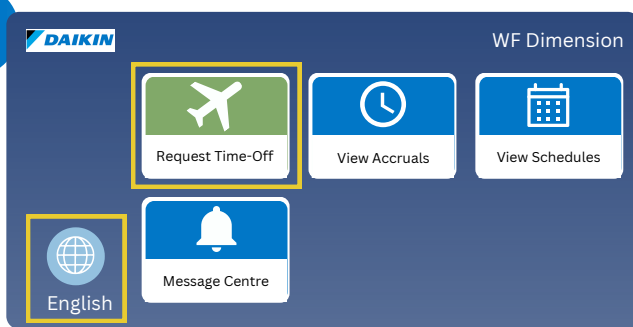


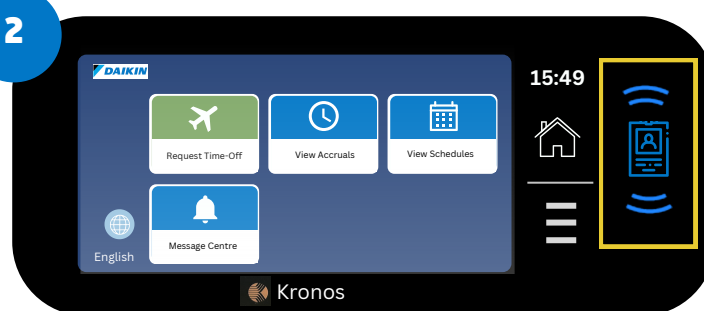
# REQUEST LEAVE

1



Select your language 'English' and click on the button 'Request Time-Off'

2



Hold your badge against the right side of the terminal.

3

Request Time-Off  
Type of request

**New Time off request**

Not applicable

← Submit

Select 'new time off request' and click on "submit"

4

Request Time-Off  
Type of Time Off

BE-L01-Volledige dag (full day)

BE-L02-Volledige en halve dag (full or half day)

BE-L03-Volledige en halve dag, uren (full, half day, hours)

BE-Onbetaalde 55+ vakantiedag unpaid 55+ day

BE-VOV-Vlaams Opleidings Verlof educational leave

← Submit

Choose the type of leave and click 'submit'  
Remark: screen only available in Dutch

5

Request Time-Off

Start date

End date

Duration

Deduct from

Comments Code

Comments

← Add Another Submit

Click on the calendar icon to select start and end date.

6

February 2023

Cancel

S	M	T	W	T	F	S
			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					

Use the arrows to go to the correct month.

7

Duration

Hele dag

1e daghelft

2e daghelft

Uren

← Select

Select the duration of your leave. If in "hours", you need to enter the start and end time.

8

Request Time-Off

End Date

Duration

**Deduct from**

Comments Code

← Add Another Submit

Under 'Deduct from', select the leave type you wish to take (L01, L02, L03)

9

## Request Time-Off

End time Deduct from Comments code Comments 

Add Another

Submit

Leave 'comments code' and 'comments' empty. Then click submit.

10

 Submitted

Time-Off Request Submitted

If everything was filled in correctly, you will get a green screen. Your request is **SUBMITTED**.

11

## Request Time-Off

 Submitted

Start Date 25-01-2023

End Date 25-01-2023

Duration Hele dag

Deduct from BE-L01 Casc

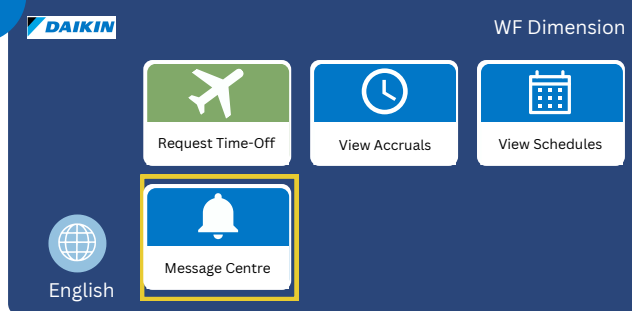


Create New Request



You will receive a summary of your request. This is **NOT** an approval.

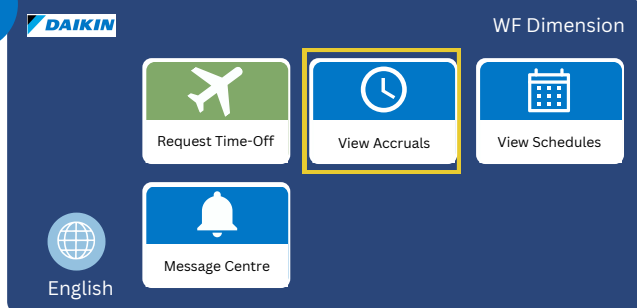
12



By clicking on the 'message centre', you can check the status request of your leave.

## VIEW LEAVE BALANCE

1



Click on the button 'View Accruals.'

2

## View Accruals

25-01-2023



BE-ADV -halve-dagen -L02-	Beschikbaar saldo in uren	00:00
BE-ADV uren -L03-	Beschikbaar saldo in uren	38:45
BE-ADV vorig jaar -L02,L03-	Beschikbaar saldo in uren	41:45

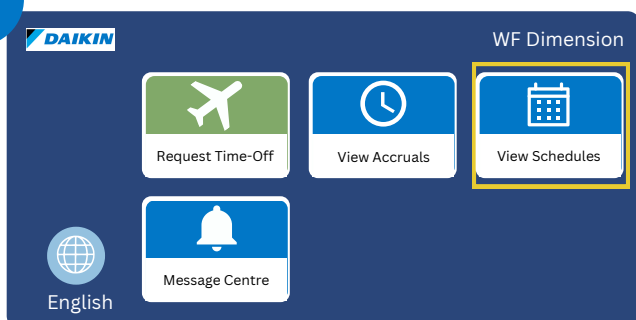
View ~~Total~~

Request Time-Off

The screen shows your remaining balances, in hours and minutes.

## VIEW SCHEDULES

1



Click on the button 'View Schedules.'

2

## View Schedules

su 01-01 - tu 31-01



sun	mon	tue	wed	thu	fri
1 jan	2 BE HR1 - Annual	3	4	5 BE HR2 - WTR fixed	6
7	8	9	10	11	12



Request Time-Off

Shift swa ~~request~~

The screen shows your requested leave from the current, previous or next month.