



DIGITALISATION LEAVE CARDS

Manual for worker

KRONOS

DAIKIN EUROPE N.V.

INSTRUCTION: REQUEST LEAVE AT THE TERMINAL

I. CHECK LEAVE BALANCES

II. SUBMIT A LEAVE REQUEST

III. STATUS LEAVE REQUEST

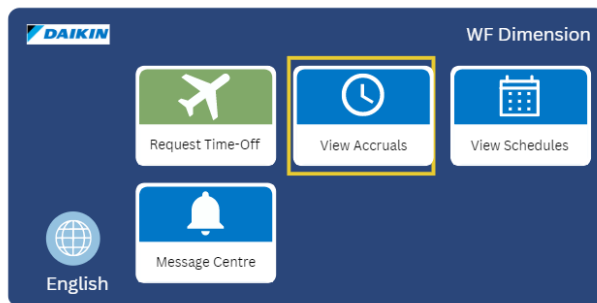
IV. VIEW SCHEDULES

The employee must go through the following steps to request leave at the terminal.

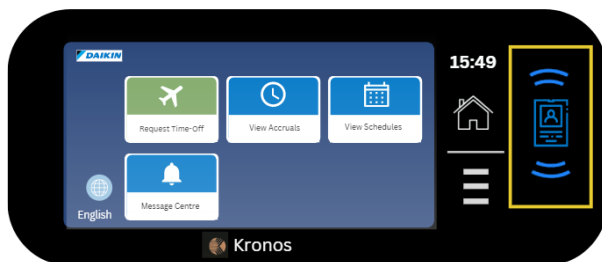
I. CHECK LEAVE BALANCES

Before the employee requests leave, he/she can first check the leave accruals. This can be done with the “view accruals” button.

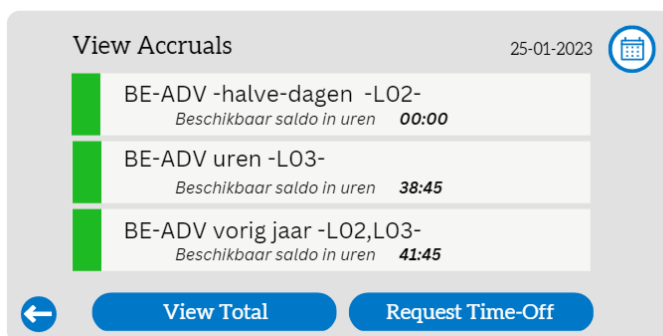
STEP 1: You click on the button “View accruals”



STEP 2: You will be asked to log in with the badge: 'use badge'. You hold your badge in front of the badge reader (right side of the terminal).



STEP 3: On the screen you will see the list of all types of leave + the remaining accruals (balances). The balance is always expressed **in hours and minutes**. You can scroll through this list by touching the screen (and scrolling up and down). This list contains all types of leave that exist within Daikin. For certain types there will be a balance of "0" if this leave type does not apply to you (e.g. youth holiday, overtime,...)



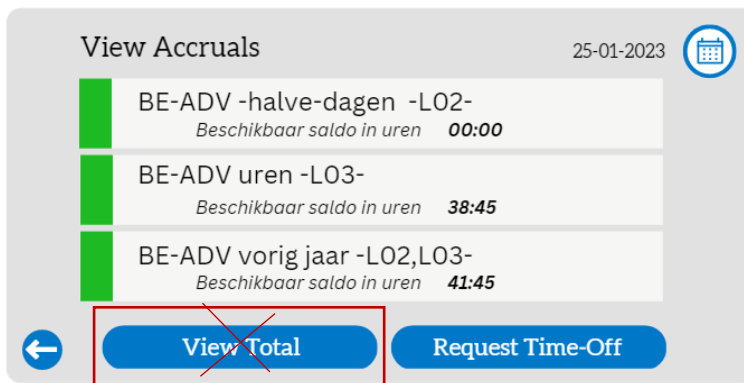
REMARK: This list is a full list of all types of leave. The system does not allow to make a sum of the leave types per accrual. If you want to know how much leave you still have in a certain accrual (L01, L02 and L03), you have to add up the different leave types.

STEP 4: At the bottom of this screen you can click on the button 'request time off' to submit a leave request via the terminal.



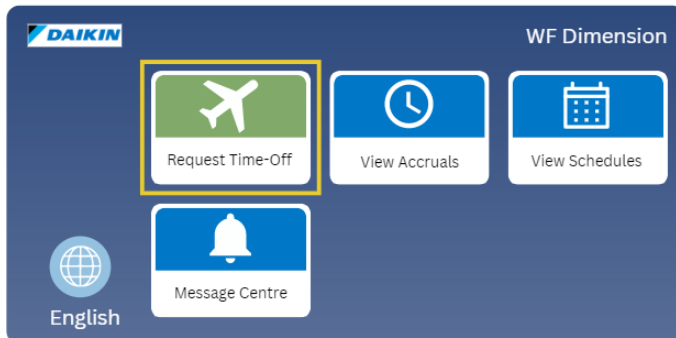
REMARK:

At the bottom of this screen is a button 'View total'. This button is a standard button on the terminal but does not display the totals per accrual. This button should therefore not be used.

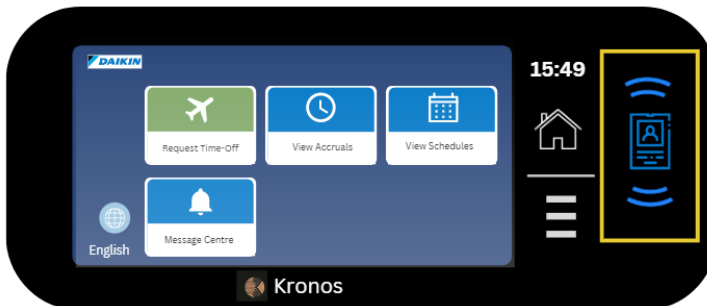


II. SUBMIT A LEAVE REQUEST

STEP 1: You click on the button “Request Time Off”



STEP 2: You will be asked to log in with the badge: 'use badge'. You hold your badge in front of the badge reader (right side of the terminal).



STEP 3: Select ‘New Leave Request’ and click on ‘submit’.

STEP 4: You choose the type of leave and then click on ‘submit’. You can choose between 3 types of leave.

- BE-L01: leave in full days
- BE-L02: leave in full or half days
- BE-L03: leave in full or half days or hours

Request Time-Off
Type of Time Off

BE-L01-Volledige dag
 BE-L02-Volledige en halve dag
 BE-L03-Volledige en halve dag, uren
 BE-Onbetaalde 55+ vakantiedag
 BE-VOV-Vlaams Opleidings Verlof

If you are entitled to 55+ leave days or Educational Leave (VOV), you can also request that type of leave at the terminal.

STEP 5: Enter the date you wish to take leave, by choosing both the start date and the end date. You can select the date by clicking on the calendar icon and clicking on the correct date.

Request Time-Off

Start date

End date

Duration ▼

Deduction ▼

Comments Code ▼

Comments

You can navigate to other months by using the blue arrows. It is important to enter both the correct start date and the end date **because the end date does not automatically adjust**.

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					

Remarks:

- On the terminal, the **week starts on Sunday** and ends on Saturday. So make sure that you always select the correct working day.
- Always request leave **per day** and not for several days because the leave quota of your department is calculated on a daily basis.
- For employees **working in the night shift**: start date and end date must be the same. The employee therefore selects the day on which the leave starts (start of the shift).

STEP 6: At 'duration' you select the duration of your leave (depending on the type of leave you have different choices):

- If you choose L01: the only one option is full day
- If you choose L02: you can select a full day, the 1st half of the day or 2nd half of the day
- If you choose L03: you can select a full day, the 1st half of the day, the 2nd half of the day or hours

Duration

Hele dag

1e daghelft

2e daghelft

Uren

← Select

If you only want to take **a few hours** of leave, you must enter the starting time and end time. For example: you work in the early shift and you wish to take leave from 11:00 until the end of the shift. Then you enter at start time "11:00" and end time "13:05" (= the end hour of your shift). Always register the exact hours, otherwise you will take too little or too much leave.

STEP 7: At 'deduction', select the correct leave code (L01, L02 or L03) that you wish to take.

Request Time-Off

End Date 16-01-2023

Duration Hele dag

Deduction BE-L01 Casc

Comments Code Select Comments Code

← Add Another Submit

STEP 8: At the terminal there is a possibility to click on 'comments code' and enter a 'comment'. These functionalities are not available on the terminals and may not be used. You should skip this.

Request Time-Off

End time Entering end time

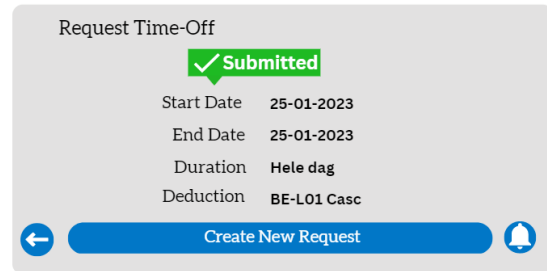
Deduction BE-L01 Casc

Comments code Select

Comments Enter Comments

← Add Another Submit

STEP 9: When all the necessary information has been filled in, click on submit. You will be notified that your request has been successfully “Submitted”. You will receive a summary of your request. This does not yet give any information if your leave request has been approved or not.

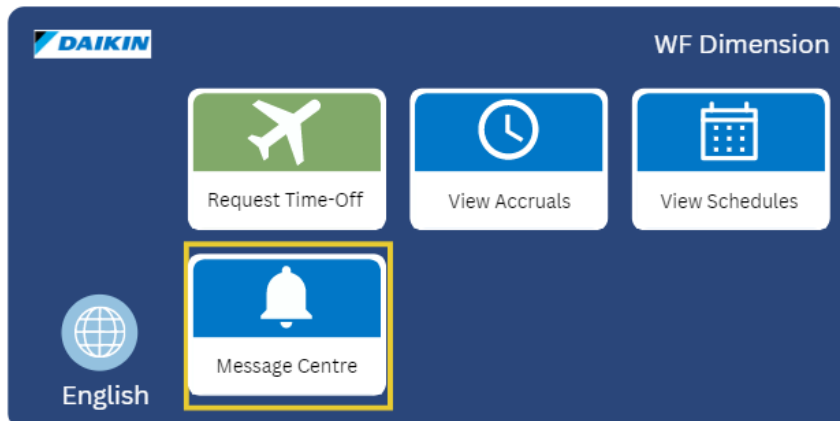


III. STATUS LEAVE REQUEST

STEP 10:

You can check the status of your leave via the 'Message Centre' button. There are several options:

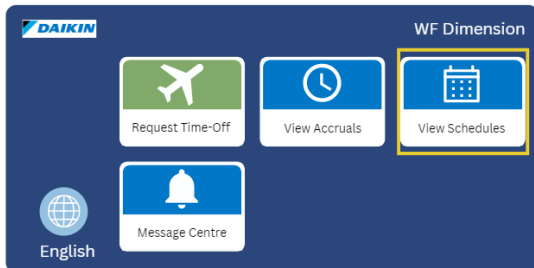
- o Your leave request has been approved
- o Your leave request has been submitted and you are still waiting for a response
- o Your leave request has not been approved



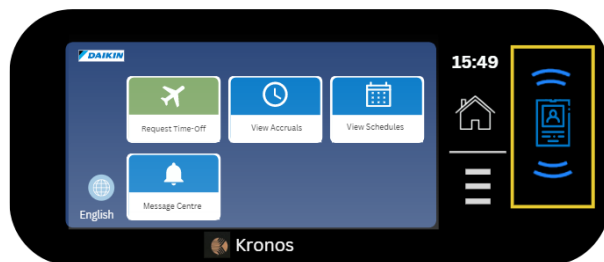
IV. VIEW SCHEDULES

The employee can see his/her calendar at the terminal over a period of 3 calendar months: the previous month, the current month and the following month.

STEP 1: You click on the button "View schedules"



STEP 2: You will be asked to log in with the badge: 'use badge'. You hold your badge in front of the badge reader (right side of the terminal).



STEP 3: On the screen you see the schedule of the current two weeks. Your work schedule and any absences (illness, leave,...) are visible in the calendar. By using the arrows left and right, you can look at previous or next weeks. If you press the calendar icon at the top, you can select the previous calendar month or the next calendar month.



At this screen you can submit a leave request by clicking on "Request leave". The button "request shift change" cannot be used.

If you have a question, please contact your supervisor/groupleader or the POG.