

Time off / Holiday

My *cordstrap*

ESS

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Time off / Holiday is part of the Holiday and Absence Module.

In this module we show you how this module looks like and inform you about:

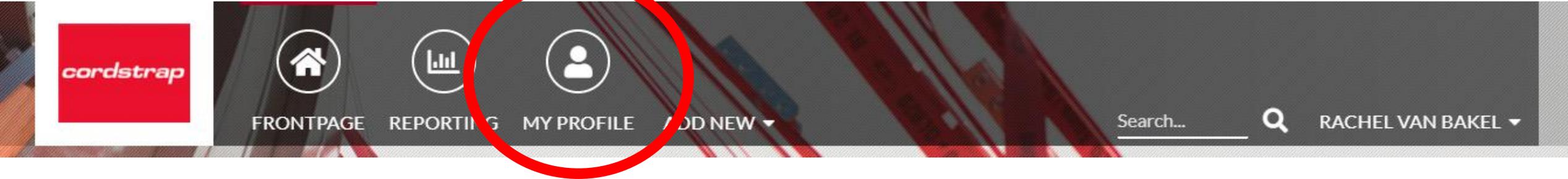
- How to request Time off / Holiday
- How to look up your Leave balance
- How to request for Special leave
- How to register Overtime (only for positions entitled to overtime)
 - Time for time
 - Payout

How to go to Holiday & Absences

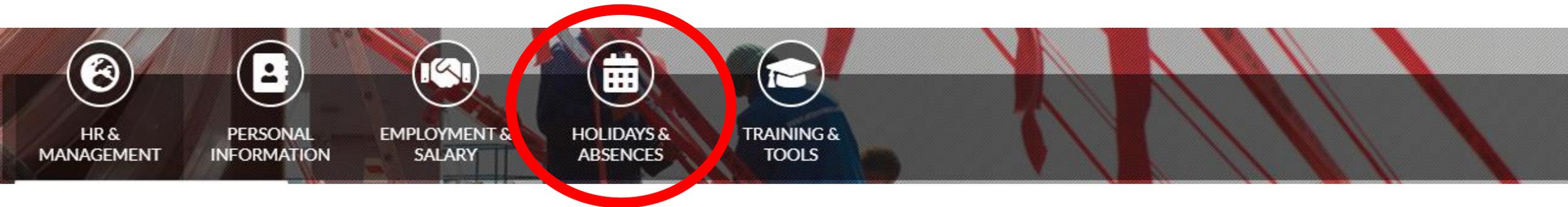


HOLIDAYS &
ABSENCES

1. First you go to **MY PROFILE**



2. Scroll a bit down to the **Holiday & Absence** button

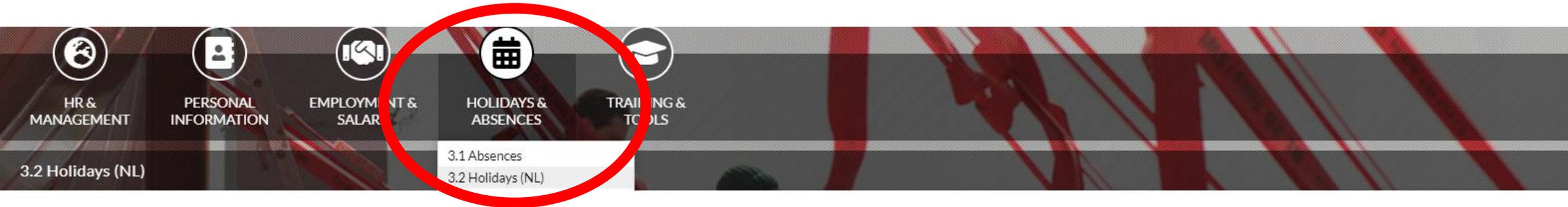


How to go to Holiday & Absences



HOLIDAYS &
ABSENCES

3. A drop-down menu will follow, choose **3.2 Holidays** by clicking on it



Now you have entered the Holiday tab that belongs to your account settings based on the country that you work for

General information of Holidays is shown here followed by your personal entitlement and the leave balance of current year

HOLIDAY ENTITLEMENT CURRENT YEAR

Legal hours	100
Additional hours	100
Remaining legal	100
Remaining additional	104

BALANCE OF CURRENT YEAR

Holiday entitlement	404
Taken holidays	0
Holiday balance (hours)	404
Holiday balance (days) 	50,5

Request Time off / Holiday

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Request Time off / Holiday

1. Scroll down to go to **LEAVE REQUESTS**

LEAVE REQUESTS

Add new 

	Approval manager	Type 	Startdate	Enddate	Calendar days	Amount of hours (if leave < 1 day)	Total duration (leave hours)	Start time 	End time 	Additional information 	Row ID
Actions 	 Approved		13-11-2020	13-11-2020	1		0				5
Actions 		Holiday	18-9-2020	18-9-2020	1		0				1

2. For a new request, click on **Add new**
A new form will pop up

LEAVE REQUESTS

Type 

Startdate

Enddate

Amount of hours (if leave < 1 day)

Start time 

End time 

Additional information 

 3

Request Time off / Holiday

3. Choose the **Type of Leave** you would like to request.
4. Enter the first day of the leave as **Start date**.
5. Enter the last day of the leave as **End date**.
6. A) If you request full days off (according to your work schedule) your leave request is ready now.
B) If your request is for a part of the day, please enter the **Amount of hours** and **Start time** and **End time**.
7. Click on **Save**. Your request will be sent to your manager for approval.
8. After saving the leave balance will be adjusted according to the request. Leave balance with first expiration date will be used first and National Holidays will not affect your leave balance

LEAVE REQUESTS

Type 

Startdate

Enddate

Amount of hours (if leave < 1 day)

Start time 

End time 

Additional information 

 3

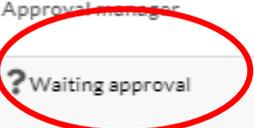
SAVE **CANCEL**

Request Time off / Holiday

9. You will find the request in your **LEAVE REQUEST** overview. As you can see, the request is still waiting for an approval of your manager who will be notified of your request with an email.

LEAVE REQUESTS

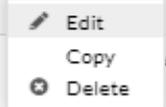
Add new 

	Approval manager	Type 	Startdate	Enddate	Calendar days	Amount of hours (if leave < 1 day)	Total duration (leave hours)	Start time 	End time 	Additional information 	Row ID
Actions 	 ? Waiting approval	Holiday	28-12-2020	28-12-2020	1		0				11
Actions 	✓ Approved		13-11-2020	13-11-2020	1		0				5
Actions 		Holiday	18-9-2020	18-9-2020	1		0				1

10. Does your request needs to be adjusted or deleted because the time off has changed / was canceled? Until your request is approved or declined by your manager it is possible to change your request by yourself

LEAVE REQUESTS

Add new 

	Approval manager	Type 	Startdate	Enddate	Calendar days	Amount of hours (if leave < 1 day)	Total duration (leave hours)	Start time 	End time 	Additional information 	Row ID
Actions 	? Waiting approval	Holiday	28-12-2020	28-12-2020	1		0				11
	✓ Approved		13-11-2020	13-11-2020	1		0				5
Actions 		Holiday	18-9-2020	18-9-2020	1		0				1



11. Is your request approved but needs to be adjusted or deleted because the time off has changed / was canceled? Please ask your manager to send an email to the HR service department of your country (hr.europe@cordstrap.com)

Check your personal Leave balance

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Check your personal Leave balance



1. Right at the beginning of **3.2 Holidays** you can find your total leave balance.
2. After requesting Time off / holiday your leave balance will be adjusted

3.2 Holidays (NL)

HOLIDAYS

In the overview below you can see your remaining holiday balance. Applying for leave is done in the holiday requests table. Enter year-transiting leave per year. So if you are on vacation in December and January, make sure you place two requests: one for December and one for January.

The national holidays are automatically taken into account when applying a new leave request.

If an already approved leave request needs to be adjusted, you can submit a new leave request and have the old one removed by HR. Please contact your manager in order to make this happen. This also applies when an approved leave request has to be deleted in its entirety.

If you have a schedule that is different per week, you have to make sure that you put the right amount of hours in the table. The table will only automatically calculate the amount of hours from your basic schedule.

HOLIDAY ENTITLEMENT CURRENT YEAR

Legal hours

Additional hours

Remaining legal

Remaining additional

BALANCE OF CURRENT YEAR

Holiday entitlement	0
Taken holidays	0
Holiday balance (hours)	0
Holiday balance (days) ⓘ	0
ADV hours	
Taken ADV hours	0
ADV balance (hours)	0
ADV balance (days) ⓘ	0
Time-for-time hours	0
Taken time-for-time hours	0
Time-for-time balance (hours)	0
Time-for-time balance (days) ⓘ	0

- Please be aware that your balance can enhance different kind of entitlement, according to your country specific regulation

Special leave

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Special leave

If you request special leave, the regulation of your country will be applicable. Every request will be sent to your local HR service department and will be assessed.

SPECIAL LEAVE

Approval manager	Type	Startdate	Enddate	Amount of hours	Attachment(s)	Row ID
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If the special leave will be approved by HR, your manager will be informed about your request. Sometimes you will have to see how your request can be granted in practice.

In some cases, a confirmation document will be made and shared with you. You can find this document to

Overtime

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Overtime



HOLIDAYS &
ABSENCES