



PlanMyLeave Quick Guide for Postdocs and their Supervisors

Contents

Quick Guide.....	1
Navigating PlanMyLeave	2
The Leave Dashboard.....	2
Initiate a Leave Request	3
Add Leave Request.....	3
Supervisors.....	5
How to Approve a Leave Request	5
How to Create a Leave Request on Behalf of your Employee	5

Navigating PlanMyLeave

The Leave Dashboard

The dashboard features a top navigation bar with icons for various functions and a user profile for Alice P. Below the navigation bar, the dashboard is divided into four main sections:

- My Calendar:** A calendar view for January 2022. It shows dates from 01 to 31. A holiday is marked on 01/17/2022: Martin Luther King, Jr. Day.
- My Leave Balances:** A section showing leave balances as of a future date. It includes:

Leave Type	Balance	Action	Info
Annual Leave	14.5 Day(s)	+ Apply Leave	i
Sick Leave	4 Day(s)	+ Apply Leave	i
- My holiday list:** A list of holidays for the year 2022.

Year	Holiday	Date
2019		
2020		
2021		
2022	Martin Luther King, Jr. Day	01/17/2022 (Mon)
	Presidents Day	02/17/2022 (Thu)
- Users on leave:** A section showing users on leave for a specific date. The date is set to "Today". The status is "Everyone is working hard today".

- The Leave Dashboard is the screen you will see when you log in. From this Dashboard, you can view your calendar, your Leave Balances, the Holiday List, and who is on leave on a certain day.
- From the Dashboard, you can initiate Leave Requests

Initiate a Leave Request

The screenshot shows the 'LEAVE' dashboard with navigation tabs: LEAVE, SOCIAL INTRANET, USERS, REPORTS, and SETUP. On the left, a sidebar menu includes: Leave Dashboard, Apply Leave, Leave Requests, Apply Leave for another User, Adjust Leave Balances, Leaves In Approval Process, and Leave Balances. The main area displays a calendar for 2021 with columns for Wed, Thu, Fri, and Sat. To the right, the 'My Leave Balances' section shows 'Annual Leave' with a balance of 14.5 Day(s) and 'Sick Leave' with a balance of 4 Day(s). Each entry has a '+ Apply Leave' button and an information icon.

- You can initiate a leave request from two areas of the dashboard
 - From the 'Leave' tab in the top left corner, by clicking 'Leave' > 'Apply Leave'
 - From the 'My Leave Balances' section – select ' + Apply Leave ' to the right of the type of leave you would like to request

Add Leave Request

The 'Add Leave Request' form shows a 'Leave Type' dropdown menu with options: 'Select Leave type' (highlighted), 'Annual Leave', and 'Sick Leave'. Below the dropdown, there are date pickers for 'Leave starting from' (12/16/2021, Thu) and 'Leave ending on' (12/16/2021, Thu). At the bottom, there are 'Next →' and 'Cancel' buttons.

- Select the Type of Leave, and enter the dates you plan to take off

The 'Add Leave Request - Annual Leave' form shows the 'Leave Type' dropdown set to 'Annual Leave'. The 'Current Balance' is 14.5 Day(s). The 'Leave starting from' date is 01/04/2021 (Mon) and the 'Leave ending on' date is 01/06/2021 (Wed). Both date pickers have a 'Full Day' dropdown. There are optional fields for 'Reason for Leave', 'Contact Address', and 'Contact Phone'. At the bottom, there are 'Next →' and 'Cancel' buttons.

- Make sure to hit 'Confirm' before navigating away:

Confirm Leave for Alice Pascalev - Annual Leave

Annual Leave : ★ 12/16/2021 (Thu) ★ 12/17/2021 (Fri)

Leave duration : 2 Day(s) Calendar days : 2 Day(s)



Approver : Megan Dieleman


> 📄 **How this leave request changes the balance**

- Your leave requests and the current status of the request can be found at the bottom of the Dashboard

My recent leave requests ? Past Leave Requests

↑↓ Sort by Applied Date Newest

01/14/2022 (Fri)	1.00 day	Applied on 01/14/2022 7:04 AM	Waiting for Approval	 
Annual Leave				
Waiting for Alesya Pagel				

- You can also Edit a leave request by clicking on the  icon

Edit leave request - Alice Pascalev (G47240396) - Annual Leave ? ↻

Leave Type: Annual Leave Current Balance: 13.5 Day(s)

Leave starting from: 01/14/2022 📅 (Fri) Full Day Leave ending on: 01/14/2022 📅 (Fri) Full Day

Reason for Leave (Optional)

Contact Address (Optional) Contact Phone (Optional)

Supervisors

How to Approve a Leave Request

- You can view Leave Requests waiting for your approval on the Dashboard.

Leave requests waiting for my approval My Past Approvals

☐ Update Multiple Leave Requests

<input checked="" type="checkbox"/>	Alice Pascalev	01/14/2022 (Fri)	1 day		Review and Approve
Annual Leave		Applied on: 01/14/2022 07:04:00			

- Click on 'Review and Approve' to continue.
- At the next stage, you can Approve or Reject the Request, and enter a note:

Approver

Waiting for Alesya Pagel

Please enter a note Approve Reject Cancel leave request

How to Create a Leave Request on Behalf of your Employee

LEAVE **SOCIAL INTRANET** USE

Leave Dashboard

Apply Leave

Leave Requests

Apply Leave for another User

- From the 'Leave' tab, select 'Apply Leave for another User'

Add Leave Request ? ←

User

Leave Type

Leave starting from 01/14/2022 (Fri)

Leave ending on 01/14/2022 (Fri)

Next -> Cancel

FAQs for this page

- Select the name of the user you would like to create a leave request for, the type of leave, and the dates you would like to select. This process is identical to the ['Add Leave Request'](#) activity.