

Holidays, half-day off, sick days, sick days, compensating leave (hereinafter referred to as "leave") and newly also the home office are registered and approved **exclusively through the Google calendar**. how? By creating an event in your calendar and inviteing a special guest - your supervisor's vacation calendar.

Advantages of the solution

- Each employee can view "vacation" calendars in their Google calendar and immediately see when coworkers are out of the office.
- The principle of entering a "request" for leave necessarily leads to all these events being on the employee's calendar.
- The supervisor may approve or reject "requests" for leave by simply clicking on the response to the event. This power can be trivially delegated to someone else simply by sharing a calendar.

MANUAL FOR EMPLOYEES:

Initial setup

For operation, you need to add a "vacation calendar of your supervisor" to your contacts:

1. Open your Google Contacts page:
<https://mail.google.com/mail/u/0/#contacts>
2. Click on "New Contact"
3. As the name of the contact, choose the name of the holiday calendar, according to which you can easily find it - for example , "**Holiday Field (Tomáš Říha)**" (add the name of your department and supervisor yourself)
4. Enter your supervisor's "Vacation Calendar ID" as your email. You can find it here: <https://intranet.nms.cz/other/info/phone-list/>
5. ! Re-create your Google Calendar page (F5) !
6. If you want to be able to see the calendar above among your calendars (e.g. to know when it is (not)appropriate to take time off), add the above calendar ID (address) between "Other Calendars".

Procedure - employee's request for leave

or retrospective registration of sick days / sick days:

1. **The** employee creates a new event **with** the prescribed name on their calendar (see below).

- If it is a half-day event (half-day NMS holiday or half-day holiday), create it in the time range of 9:00 - 13:00 or 13:00 - 17:00, depending on the morning or afternoon.
 - All-day holidays / holidays / sick days are marked as an "all-day event" - it can be entered across multiple days, for example, over a weekend or public holiday. Of course, the holiday will only be used on weekdays.
2. As an event guest, select a contact that matches your supervisor's vacation calendar - in the "Add: Guests" box, start typing "Dovo.", and a saved contact will appear.
 3. Save the event.
 4. **The supervisor will** receive an email with information about the new event (because he has notifications set up). The manager approves the holiday/event (by clicking on "Yes, I will attend") or refuses (by clicking on "No, I will not participate").
 5. The employee comes in with an email with the result (received/rejected).

Since then, the event has been entered not only in the employee's personal calendar, but also in the given vacation calendar and subsequently synchronized to the Intranet attendance system.

- D - holiday
- SD - sick day
- N - sickness
- NPV - compensatory paid leave (wedding, child birth, funeral)
- NNV - substitute unpaid leave (wedding, attendance at a child birth, moving etc.)
- HO - home office (shows in Intranet)