# Leave Requests in myFOX

# APPROVAL OF ABSENCES WITHOUT ATTACHMENT / WITH ATTACHMENT

## Absence/overtime requests - one-step workflow:

The new application enables the processing of the same types of applications as the original Applications on Foxportál. Only those that can be requested electronically are made available to users (it may differ for different groups of employees, e.g. overtime requests are only active for employees in negative attendance mode).

A one-step workflow is set up for overtime requests and the following types of absences:

<b>√</b>	Vacation/holiday	<b>√</b>	Unpaid leave	<b>√</b>	Homeoffice
✓	Compensatory time off	<b>√</b>	Volunteering	<b>√</b>	<b>Busines Trip</b>

Requests sent by an employee with the status "Waiting for approval - absence" or "Waiting for approval - overtime" will be seen by their supervisors in their Inbox, from where they can approve or reject the request. Requests can be processed individually or in bulk - during bulk processing (by ticking the checkbox on individual lines) it is necessary to select only requests with the same status (i.e. absence and overtime cannot be approved together).

#### Absence requests - two-step workflow:

A two-step workflow is set for absences of the type **Doctor** (accompanying to the doctor), **Blood donation** and **Obstacles** (on employee's side). After the employee requests this type of absence, the supervisor receives a notification about the planned absence. After the absence has taken place, the employee attaches a **confirmation of absence** (scan or photo) in the application and the supervisor **approves the absence for attendance based on the confirmation.** 

The confirmation attached by the employee must contain:

- 1. the employee's first and last name
- 2. personal number (for clear identification in case of a possible name match)
- 3. date (or time of absence)
- 4. stamp and signature of the confirming institution.

Other specifics for these types of absences:

### Doctor/accompanying to the doctor:

- only for necessary treatments and examinations that cannot be scheduled outside working hours
- the confirmation must be confirmed by the attending doctor (stamp MUDr/MDDr, etc.)
- in the event of absence due to rehabilitation, the employee provides proof of rehabilitation and a doctor's recommendation

## Obstacles on the part of the employee:

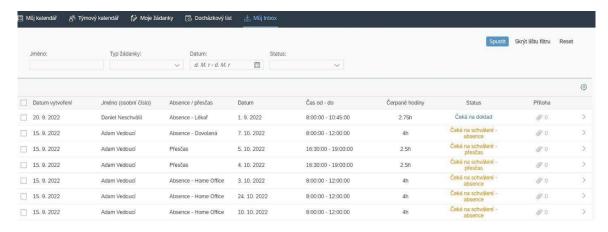
- funeral of a relative (one day for arrangements, one for the ceremony) the employee provides the confirmation by the funeral service
- wedding (one day for preparation, one for the ceremony) the employee provides a copy of the marriage certificate
- in case the periodic medical examination expires and an appointment is not secured



#### **Blood donation**

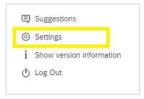
- the employee provides the transfusion station's confirmation of the confirmed blood collection (if the blood collection did not take place after a previous check by the doctor, the employee draws the doctor's absence only for the necessary time

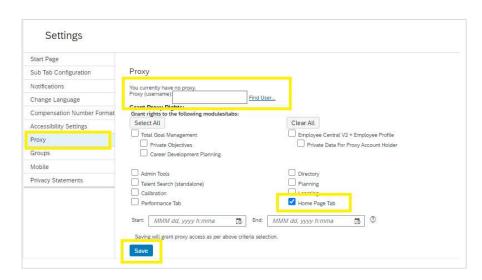
In case there is uncertainty regarding the right to a specific type of compensation/the possibility to use the given absence, the employee should consult his/her intention with the attendance administrator/payroll office.



#### SETTING UP A REPRESENTATIVE FOR APPLICATION APPROVAL

Superiors can delegate the approval of their subordinates' requests to their representatives in their absence. Everything works via the Representative tool (**Proxy**) in myFox. The representative can switch to the user interface of the user being represented. After that, the representative will be able to open the application in the normal way from the main myFox homepage. The representative's settings are made through the account in the upper right corner - <u>Settings / Proxy / Assign proxy</u>. The user interface is available to the representative when granting permission to: "**Home Page Tab**".







# ATTACHMENT / DOCUMENTS SAMPLES

There are several forms of the documentation for specified absences (for example the original internal Leave Request form, Foxportal/myFOX application form, SEVT form etc.). The form may vary but the important

Žádost o pracovní volno - propusti Leuve request form	FOXCONN	RadioRea podpis Rivater / Doctor's stamp and Signature
Residence of Transport		V případě návštěvy lékaře / in case of doster s vísk Od / From Da / Till Datum / Oate
Oruh volna / Type of leave Lékařské ošetření / Modical treatment Replacené volno / Unpind leave Devolná / Vacation Náhrodní volno / Compensatory leave	Ostatni / Other	managemen 15:00 monagemen 14:00 monagemen 5.12.
Žádost o převod dovolené do následujícího kalendářního.  Záděm o převod části dovolené za salendářní rok, na tis s které přesoluje 4 týdov, / i resumnt the transfer of the to which i became enteted in the relevant celendar year	and which exceeds 4 weeks,	Razitko a podpis fekate / Occoo's stamp and signature
Gobb, kdy mi poskyti pracovní solno boz nálvady misty. Za tím ú přípodně z náhrady mody za pracovní reschopnost v příslučném in case of umsid lesvo i commit to psy the oquivalent amount o	Statio odpovalacji i rahrvantnima ospišteni, tarće za meć samodnimavatel bavo politi v ildemo soudasam, aty pilotulnih pistoku podparime beyo uhrazomo sodboju ze mody, metoti, a social and hazidh insustanca which my umedayer will poj insocial od nos for the of the deducted from my wage or form compensatory weiga for temperary.	100/
Béhem mé nepřítomností mě zastupuje		Razifio segoni wate, Donos sampa mars scr.o.
Replacement during my ebsence  V případě návštěvy lékaře / in case of doctor's visit  Dd / From Do / Till		934 Nerudoya 1888 - 530 02 Pardubic
Day roll	Datum / Date	902 IC: 052 23 890 · tel.: 468 006 800
Racitico a podpis (ékalo / Qui racestrapo and signatura MEDIR. 1 EST) and signatura MEDIR. 1 EST and signatura	l source	Padesal / Anviront
269 Chrudim, /ISO: 43501443 tel. labor. 469 638 940 bel./fax: 469 637 791	1 4 -12- 2022	Žādast a volna
edetel / Applicant Caméstnanec Imployee		Společnost Nákladové středlsko Vedoucí
chválení / Approva)	I	
Firmy madrizeny Brott supprior		Osobní číslo Jméno a příjmení Kalendář
Manažer střediska	Dept. (ada-10ts.) (paras	
Department manager	- I	
t Ministration (America) (	26 '0'0 Mr.I. Atlantonius 2, ee 5.	Typ žádosti: Lěkařské ošetření, doprovod k lékaři   ✓
Abse	nce from Work Certificate	2000 40 04
	Doctor	Datum od: 2022-12-01
		čas od: 08:30 ✓ čas do: 10:30 ✓
		65 REHABATA s.r.o.
nployee: mpany:	Petra Nováková (12345) FOXCONN CZ s.r.o. (10002875)	003 MesaryWyshtn. 2887.
st Center:	DCH610	Zástup Zadejte prosim celé iméno kolegy (pro praci z domova zadejte primého nadřízeného):
		9 Razítko a podpis Jékaře
rt date:	1/3/2023	
d date:	MAMOLOGIE A SONOGRAFIE s.r.o. Fr. Hulase 1507, Hradec Králové, 500 99 Tol.: +420 603 413 621, +420 495 271 107	
	IC 08724954 www.mamosono.cz ICZ 01316000 napistenam@mamosono.cz Stamp and signature	POTVRZENÍ O ODBĚRU KRVE
	warry and orginal a	Jméno dárce:
6-2-2-3	Razitko firmy a podpis vedoucího pracovníka	Potvrzujeme ODBĚR KRVE ZDARMA na Transfuzním oddělení NPK, Pardubické nemocnice.
PROPUSTK	A pours vedouciho pracovnika	1 2 -12- 2022
k lékaři, pro služební a soukromé odchody	AND THE PERSON NAMED IN COLUMN 1	Datum:





