

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:

- ✓ Vacation/holiday
- ✓ Unpaid leave
- ✓ Homeoffice
- ✓ Compensatory time off
- ✓ Volunteering
- ✓ Business Trip

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

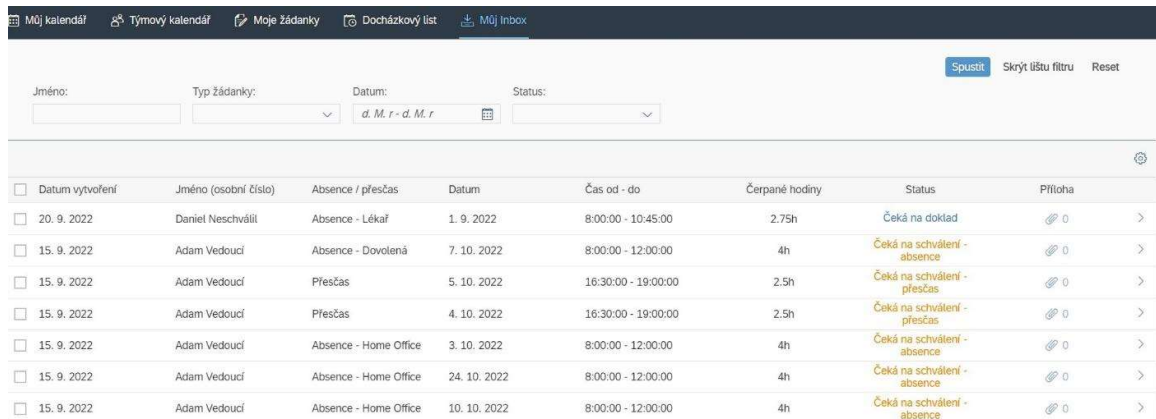
Obstacles on the part of the employee:

- 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.

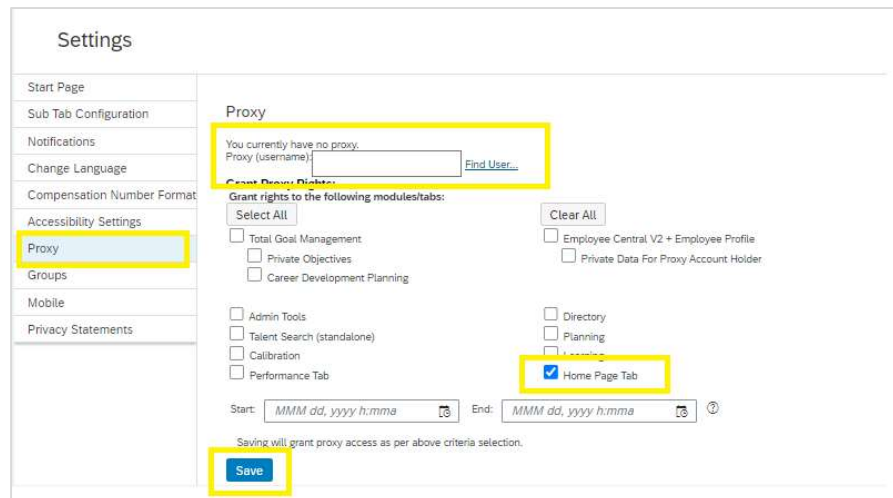
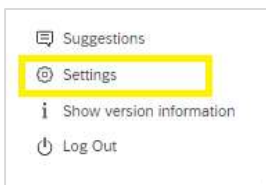


The screenshot shows the 'Můj Inbox' section of the myFox application. It features a search bar with fields for 'Jméno:', 'Typ Žádanky:', 'Datum:', and 'Status:'. Below the search bar is a table of absence requests with the following columns: Datum vytvoření, Jméno (osobní číslo), Absence / přesčas, Datum, Čas od - do, Čerpané hodiny, Status, and Příloha. The table contains seven rows of data, all for the year 2022, with various absence types and statuses such as 'Čeká na doklad' and 'Čeká na schválení - absence'.

Datum vytvoření	Jméno (osobní číslo)	Absence / přesčas	Datum	Čas od - do	Čerpané hodiny	Status	Příloha
20. 9. 2022	Daniel Neschválil	Absence - Lékař	1. 9. 2022	8:00:00 - 10:45:00	2.75h	Čeká na doklad	0
15. 9. 2022	Adam Vedoucí	Absence - Dovolená	7. 10. 2022	8:00:00 - 12:00:00	4h	Čeká na schválení - absence	0
15. 9. 2022	Adam Vedoucí	Přesčas	5. 10. 2022	16:30:00 - 19:00:00	2.5h	Čeká na schválení - přesčas	0
15. 9. 2022	Adam Vedoucí	Přesčas	4. 10. 2022	16:30:00 - 19:00:00	2.5h	Čeká na schválení - přesčas	0
15. 9. 2022	Adam Vedoucí	Absence - Home Office	3. 10. 2022	8:00:00 - 12:00:00	4h	Čeká na schválení - absence	0
15. 9. 2022	Adam Vedoucí	Absence - Home Office	24. 10. 2022	8:00:00 - 12:00:00	4h	Čeká na schválení - absence	0
15. 9. 2022	Adam Vedoucí	Absence - Home Office	10. 10. 2022	8:00:00 - 12:00:00	4h	Čeká na schválení - absence	0

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 - [Settings / Proxy / Assign proxy](#). The user interface is available to the representative when granting permission to: "**Home Page Tab**".



This screenshot shows the 'Settings' page in the myFox application, specifically the 'Proxy' configuration section. The 'Proxy' section is highlighted with a yellow box and contains the text 'You currently have no proxy.' and a 'Find User...' button. Below this, the 'Grant rights to the following modules/tabs:' section is visible, with a 'Select All' button and a 'Clear All' button. The 'Home Page Tab' checkbox is checked and highlighted with a yellow box. The 'Save' button at the bottom is also highlighted with a yellow box.

