

Guide to Electronic Leave Scheduling

Path to Leave Schedule

Inet: **HR Management > Absence > Absence planning, Leave scheduling**

(https://inet.muni.cz/app/dochazka/plan_neprit)

Number of days to plan

Plan the number of days indicated after the "**remaining to plan**". Planned leave days must be entire days, i.e., 0.5 day cannot be planned electronically (e.g., entering 10.5 days will result in 10 days planned).

Leave period scheduling

1. Scheduling – leave period

Press **Submit plan** and enter the leave period; repeat this until all the days of your leave are planned. Delete any incorrect period by pressing **X** on the period overview.

Tip: the leave period may also be entered by clicking on the first day of the period in the calendar.

2. Confirmation

After all the leave days have been planned, press **Save** in the automatically displayed window or press **Confirm schedule**.

Changing the confirmed Leave schedule

Delete any incorrect leave period and enter new periods (see 1) and re-confirm the Leave Schedule (see 2). The Leave Schedule may be changed repeatedly until the deadline.