

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 <u>until all the days</u> of your leave are planned. Delete any incorrect period by pressing **X** on the period overview.

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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 .

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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.