# Paid Leave & Home Office Requests

Employees' Manual on how to request your annual paid leave days and home office, sick leaves.

I.   Annual paid leave.
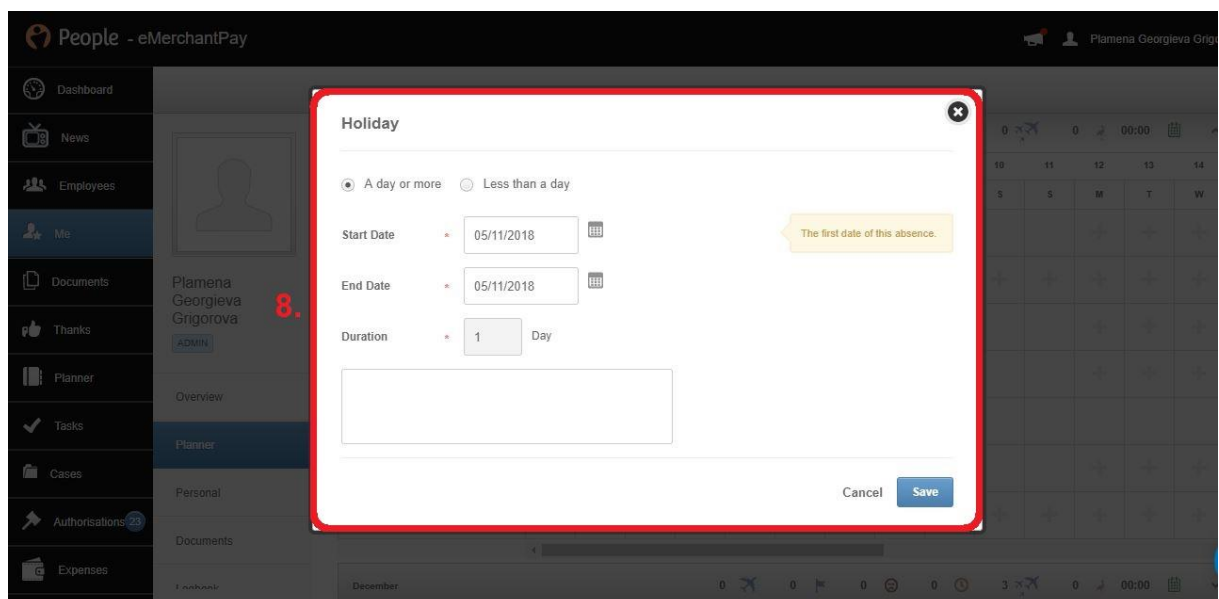
1. Login into your PeopleHR account and visit your "Me" section.
2. From there you can click on "Planner" tab.
3. At the upper side of the screen you will be able to see how many sick days you have had so far.
4. Also you can see how many days of annual paid leave you are entitled, how many days you have booked and how many you have already used.
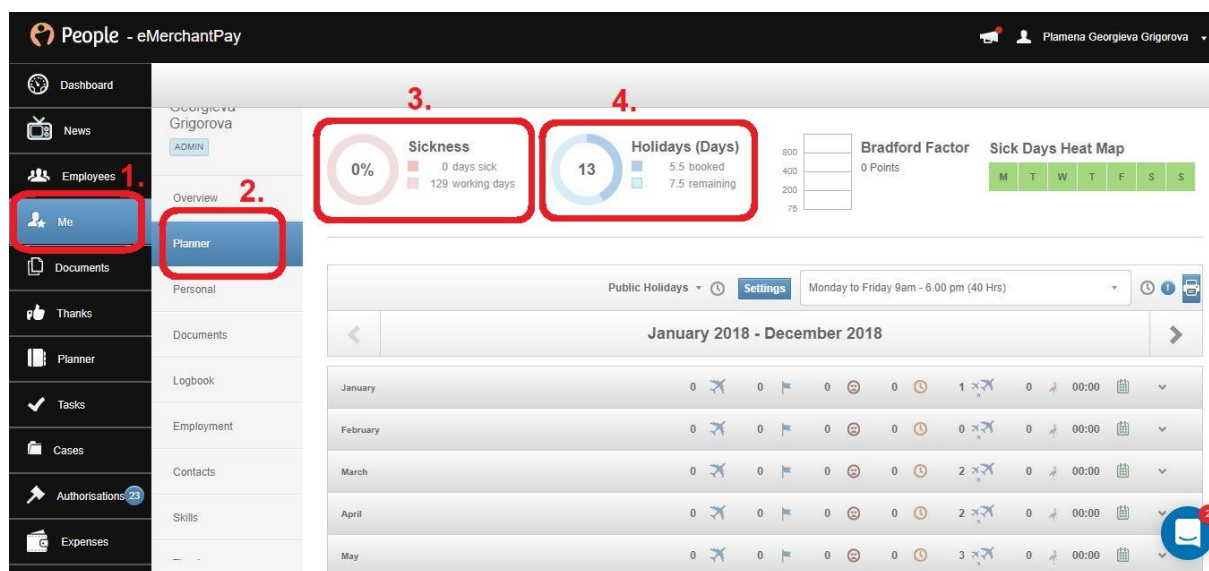
5. When you wish to request certain number of paid leave days you have to scroll to the relevant month.
6. Then you have to locate the "Holiday" line which consists of all days on the relevant month.
7. Please click on the "+" button, which relates to the exact day you wish to request.
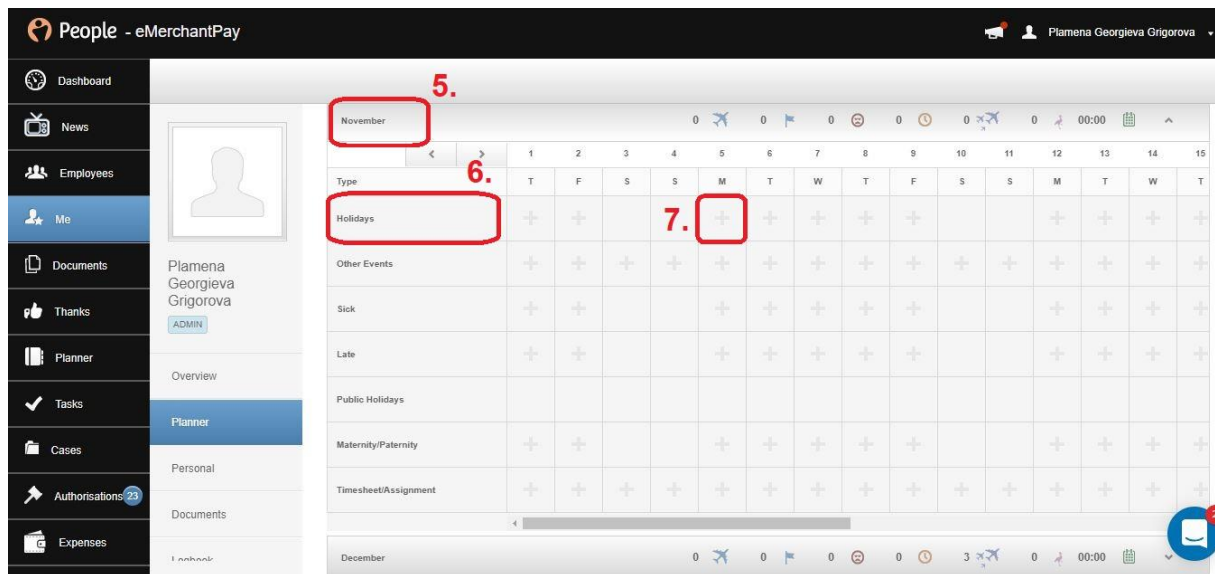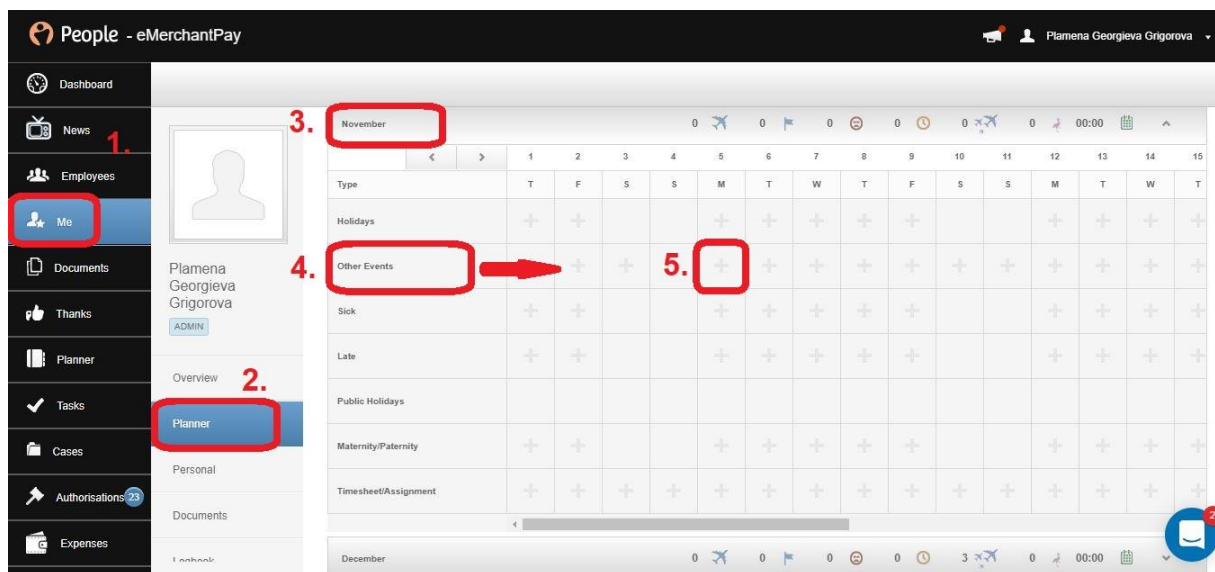
8. Once you do, an additional screen will appear, where you can enter the specific dates you wish to request. When you click on the "Save" button, your request will be sent to your line manager for approval.

II. Home office.

1. Login into your PeopleHR account and visit your "Me" section.
2. From there you can click on "Planner" tab.
3. When you wish to request 'Home office' days you have to scroll to the relevant month.
4. Please follow the line "Other events" which contains all days for absence which are not listed on the screen. 'Home office' option is available there.
5. Then you have to click on the "+" button, which relates to the exact day you wish to request.

6. Once you do, a new screen will appear. From the drop-down menu, please select "Home office" and then enter the exact date you wish to request. When you click on the "Save" button, your request will be sent to your line manager for approval.
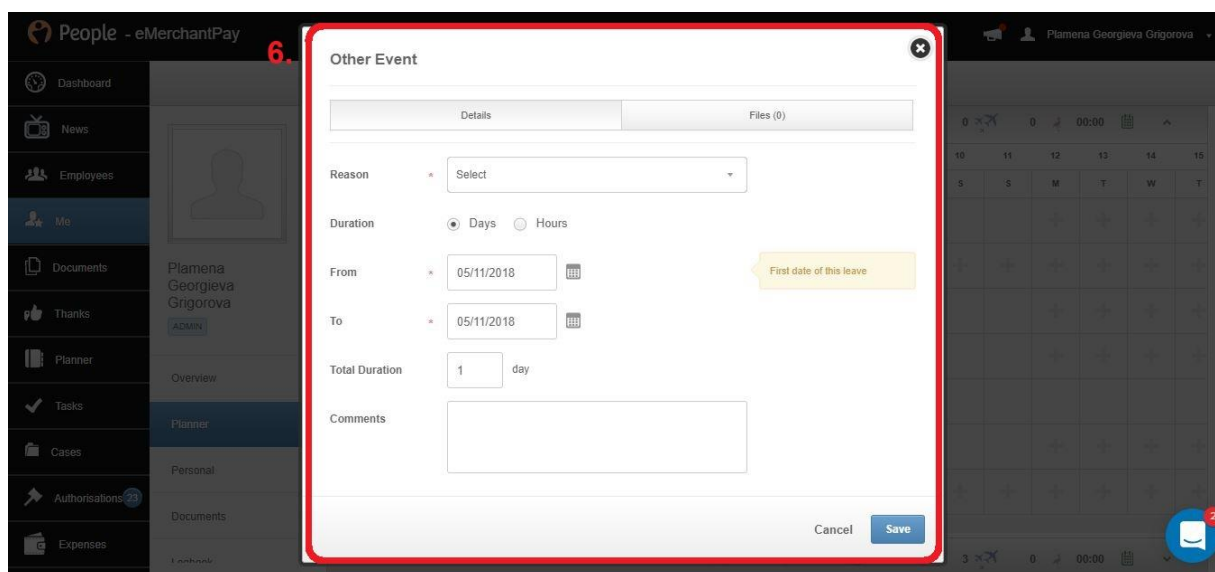
III. Sick leave.

1. Please note, that Sick leaves can be logged only by someone with Administration access.
2. In case you have to use Sick leave, please notify your Office Manager so he/she can make the proper records in the system.