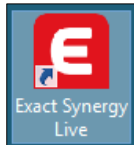




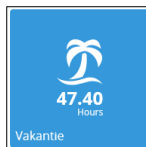
Exact Synergy - manual holiday request

How to submit a holiday request?

1. Click on the Exact Synergy Live button.



2. Click on 'Vakantie' to submit a new holiday request.



3. Add a short description.

General information	Leave information
Person Description Holiday Spain	

4. Click on 'Leave information'. Choose the start and end date and click on the calculator.

Leave information	
Start date	22-04-2019
End date	26-04-2019
Hours	30.40

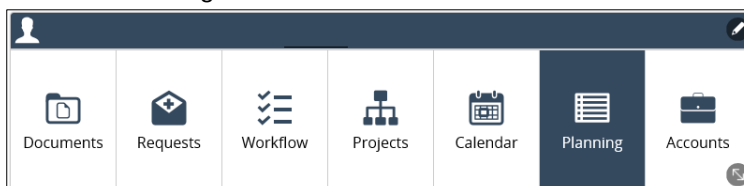
5. ! To save your holiday request, click on 'Close', and then choose 'Yes'.

Save changes?

6. You have now submitted your holiday request. Your manager will receive the request.

How many holidays do I still have?

1. Click on 'Planning'.



2. Current balance = the amount of holidays you still have at this moment.
Year end balance = the amount of holidays you will have until the end of the year.

Current Balance	Year end Balance
1.99 Days	6.24 Days