Holidays policy

	General policy	Applied to application
1.	**Find out how many days of holidays you have**. Request Xplicity administration for the information about the amount of days you have for holidays.	**Finding out how many days of holidays you have**. Go to "My profile" to know the amount of days you have for your holidays (real time) or you can see it in "…." and how this number changes depending on your holiday plan.
2.	**Plan your holidays**. When you have information for how long you can go for vacation, you can plan your holidays, set exact beginning and end dates that you prefer.	**Planning your holidays**. When you have information for how long you can go for vacation, you can plan your holidays setting exact beginning and end dates that you prefer in "…".
3.	**Get holidays approval from client.** Send an email to client's responsible person to get an approval for holidays (name your vacation dates). Add to this email Xplicity administration Cc.: inga@xplicity.com	**Getting holidays approval from client.** Go to "…." and send to client's responsible person an invitation to confirm your planed holidays.
4.	**Get holidays approval from Xplicity.** When you receive confirmation from client, forward this email to administration, if Xplicity's responsible person was not included to this email conversation. You will receive administration's confirmation regarding your holidays via email with request form.	**Getting holidays approval from Xplicity.** If the client confirms your holidays, Xplicity administration automatically receives an email and can confirm your holidays too. After this confirmation, you will receive an email with generated holiday request.
5.	**Fill holidays request form and send it to Xplicity administration**. Fill the form with required holiday dates, print one copy, sign it and bring it to Xplicity administration.	**Signing holidays request form and bring it to Xplicity administration**. Print one copy of your holiday request, check if all dates fit your plans, if yes - sign it and bring it to Xplicity administration.
6.	**Inform colleagues**. Let your colleagues know, when you are out of the office, send them email with your absence days one workday before your holidays starts.	**Informing colleagues**. Application will let your colleagues know, when you are out of the office, automatically sending them email with your absence days.
7.	**Set autoreply message in your mailbox.** Set your mailbox to send autoreply messages to every email you might get during your absence time. Message should include information: dates when you're out of the office, contacts of the person (if there is one), who could stand in during your absence.	**Set autoreply message in your mailbox.** Set your mailbox to send autoreply messages to every email you might get during your absence time. Message should include information: dates when you're out of the office, contacts of the person (if there is one) who could stand in during your absence.