**Home office day book (user)**

**Home office day booked**

Dear Ognjen Djokic

You have successfully booked a Home office day on [**date**].

You can cancel your booking anytime before the selected Home office date. If you want to cancel your booking now click <a href=“https://test-timemanager.enjoying.rs/my-days”>**here**</a>.

**Home office day cancel (user)**

**Home office day canceled**

Dear Ognjen Djokic

You have successfully canceled a Home office day on [**date**].

You can book a Home office day again at anytime but please remember to consult your team leader before you do.

If you want to book a Home office day click <a href=“https://test-timemanager.enjoying.rs/my-days”>**here**</a>.

**Home office day book (manager)**

**Home office day requested**

[**Name Last Name**] booked a Home office day on [**date**].

Employee confirmed that he/she complied to company policy by consulting a team leader/client before booking a Home office day.

**Home office day cancel (manager)**

**Home office day request canceled**

[**Name Last Name**] canceled a Home office day on [**date**].

Please update your internal data accordingly.

**Vacation book (user)**

**Vacation booked**

Dear Ognjen Djokic

You have successfully booked a Vacation from [**date**] to [**date**].

You can cancel your booking anytime before the selected Vacation date. If you want to cancel your booking click <a href=“https://test-timemanager.enjoying.rs/my-days”>**here**</a>.

**Vacation cancel (user)**

**Vacation booking canceled**

Dear Ognjen Djokic

You have successfully canceled a Vacation booking from [**date**] to [**date**].

You can create a new Vacation booking at anytime, but please remember to consult your team leader before you do.

If you want to create a new Vacation booking click <a href=“https://test-timemanager.enjoying.rs/my-days”>**here**</a>.

**Vacation book (hr)**

**Vacation booked**

[**Name Last Name**] booked a Vacation from [**date**] to [**date**].

Employee confirmed that he/she complied to company policy by consulting a team leader/client before booking a Vacation.

**Vacation cancel (hr)**

**Vacation booking canceled**

[**Name Last Name**] canceled Vacation from [**date**] to [**date**].

Please update your internal data accordingly.

**Earned hours start (user)**

**Earned Hours conversion campaign started**

Until [**date**] you will be able to monetise your Earned hours.

<a href=“https://test-timemanager.enjoying.rs/my-days”>**Monetise my Earned hours**</a>

Once you initiate the request to convert desired number of hours to payment, you can always cancel it in the log list below the request form.

**Earned hours aborted (user)**

**Earned Hours conversion campaign aborted**

Dear Ognjen Djokic

We're sorry for this inconvenience but Earned Hours conversion campaign had to be aborted. If you entered your Earned hours for conversion in Time Manager App they will not be converted and will be returned to your Earned Hours bank.

If you want to check the status of your Earned Hours click <a href=“https://test-timemanager.enjoying.rs/my-days”>**here**</a>.

**Earned hours start (manager)**

**Earned Hours conversion campaign started**

Campaign is set to last until [**date**] and minimal number of hours is set to [**no. of hours**].

To review the list of employees included in the campaign click <a href=“https://test-timemanager.enjoying.rs/overtime-management”>**here**</a>.

You can cancel the campaign at any time but please remember that all employee requests will be lost.

**Earned hours cancel (manager)**

**Earned Hours conversion campaign ended**

Campaign has ended today and now you can initiate the employee payout process.

Please don’t forget to label the campaign as done in the log list when payout is finished.

To review the list of employees included in the campaign click <a href=“https://test-timemanager.enjoying.rs/overtime-management”>**here**</a>.