How to report an extraordinary leave?

Extraordinary leave represents absence due to infrequent events such as:

- employee's or their child's wedding,
- birth of a child,
- death of a close family member,
- employee's or their family's move,
- blood donor session.

In case one of those events happen, you should inform your Project manager and Team manager and register your absence in Daily report. In some instances*, HR department will need adequate evidence for approvement of your request. This kind of absence must be used at the time of the event and is not transferable. You can find detailed explanation in the relevant rule book.
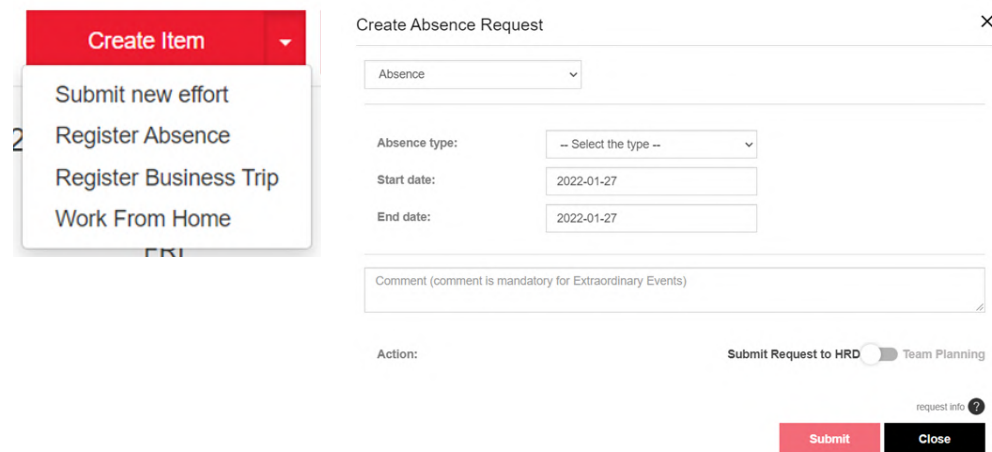
Note: Blood donor session, natural disaster, move, or in case the employee must perform their civic duties, if they are summoned to appear in court or other public authority, or if they are required to carry out their parliamentary duties at national or local level. In case of private matters at court, extraordinary leave is not granted.

Important: You must submit your request in Daily report until the end of the month you went on extraordinary leave. Requests and effort entries lock on the first workday of each month.
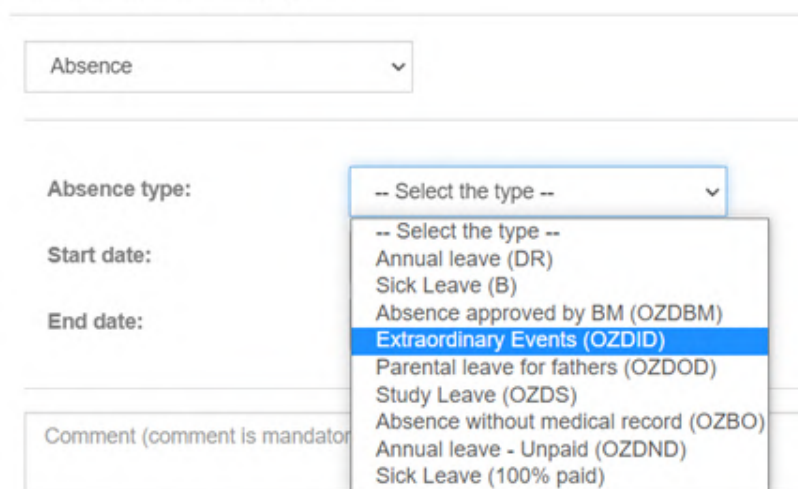
Extraordinary leave in Daily report

• Open the Daily report application.
• Click on a day(s) you plan to be/were absent or click on "Create Item" button (in the right corner of the page) and choose "Register Absence".
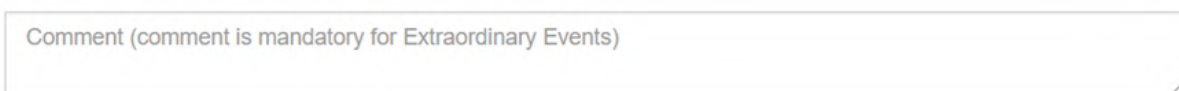• A window will open, where you can create absence request.

• From "Absence type" list choose "Extraordinary Events (OZDID)".

• Next enter the day(s) of your absence.
• For extraordinary events it is mandatory to enter the reason of your absence in comment section.

When you've entered all the relevant information, submit your absence request to Human Resources Department by clicking "Submit" button.

Action: Submit Request to HRD ⬤ Team Planning

request info ?

Submit   **Close**

Legend: After HR department accepts your extraordinary leave request and adequate evidence (if applicable), day(s) of your absence will be marked green. You will also receive a confirmation e-mail.

🟦 Efforts (default)	🟥 Team Planning	🟧 Pending Request	🟩 Absence
🟧 Business Trip	🟪 National Holiday	🟥 Overtime Effort	⬜ Work From Home