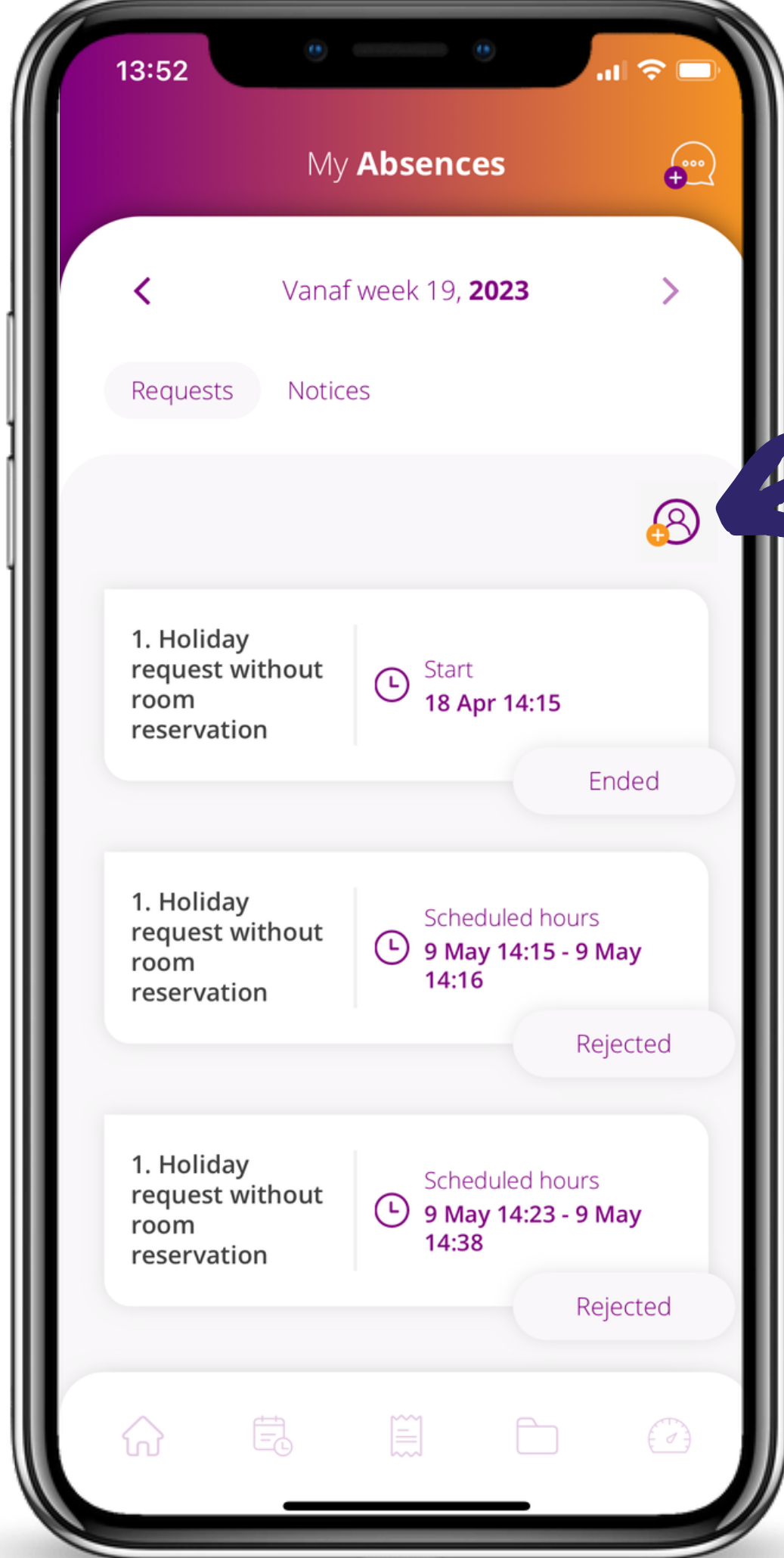
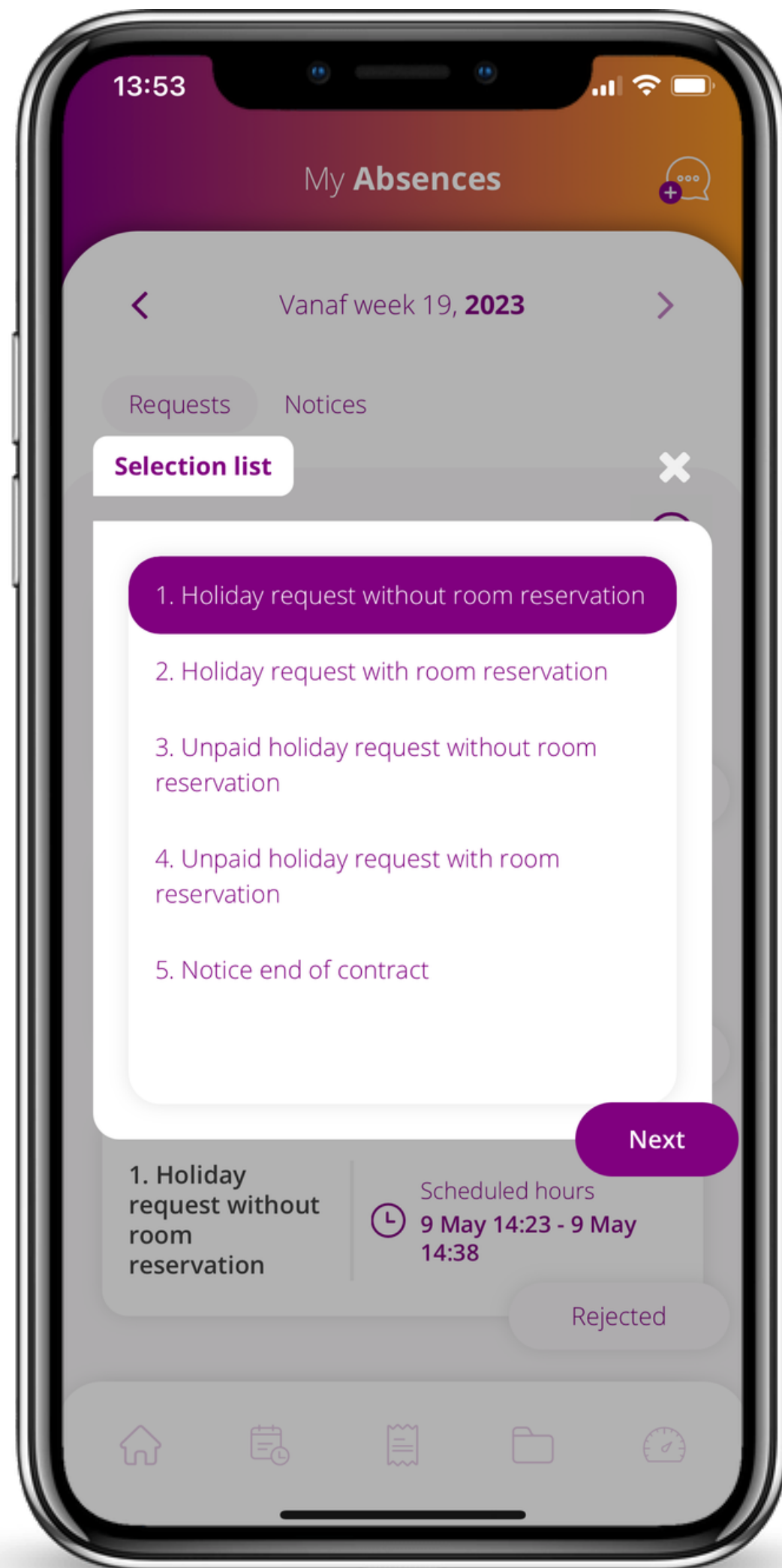


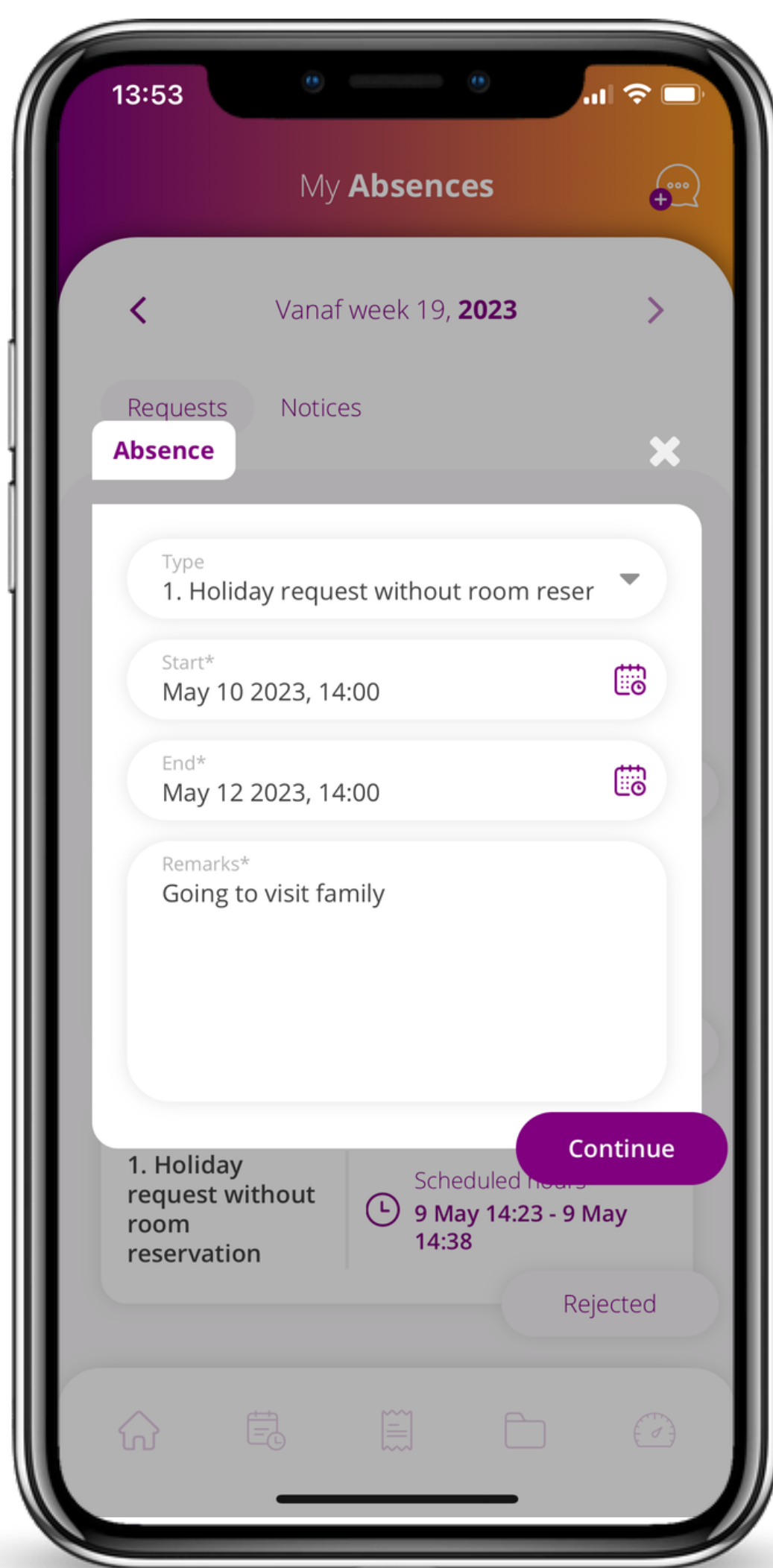
Choose my absences



Click the +



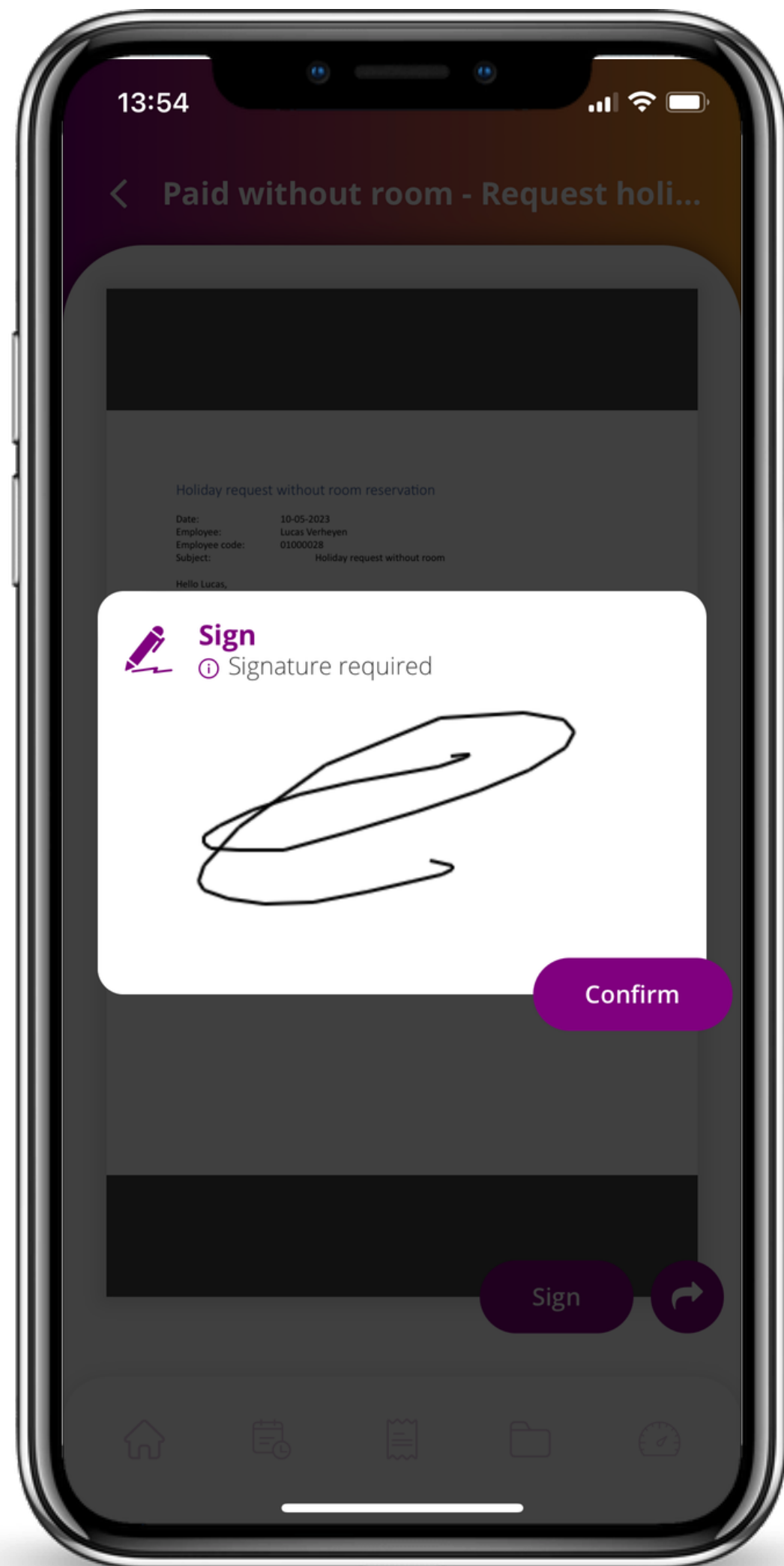
**Choose what type of
absence it is and click
"Next"**



**Fill in the period and
reason for the
request and click
"Continue"**

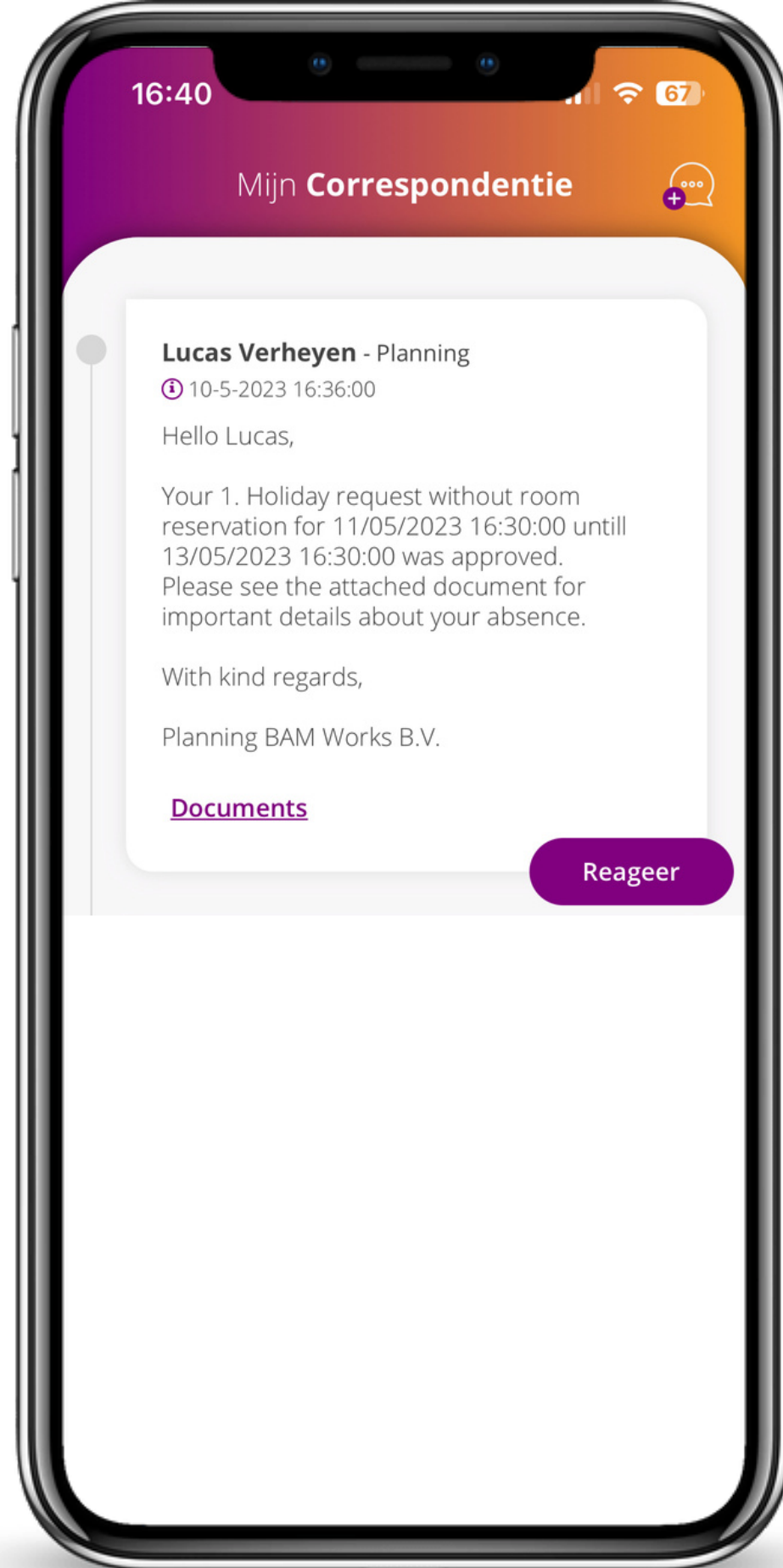


You will see the terms
for this request.
Click "Sign" to
confirm you agree
these terms



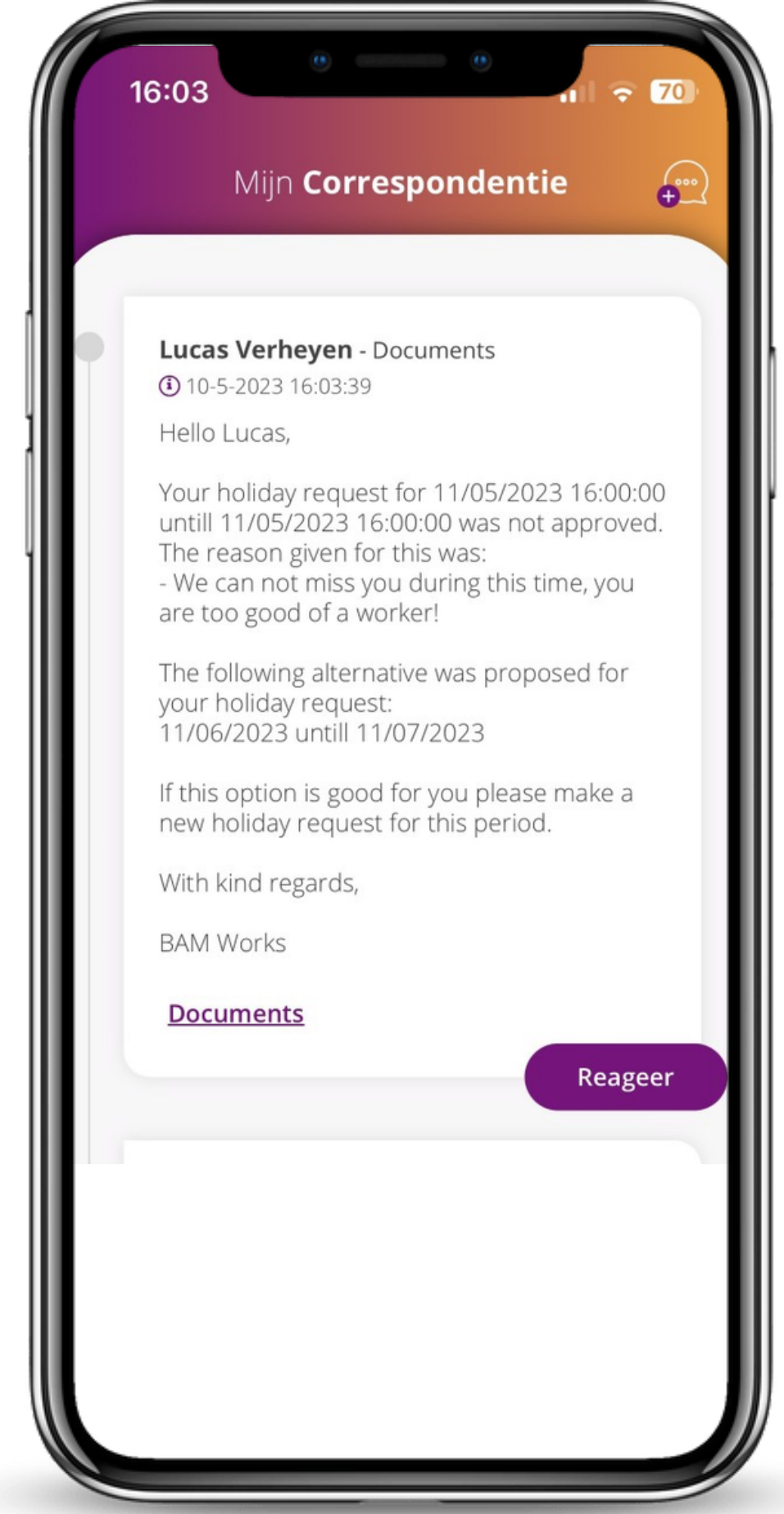
Fill your signature and click "Confirm"

The request is now sent to our planners!



Approved

You will get a response
in messages



Not approved