

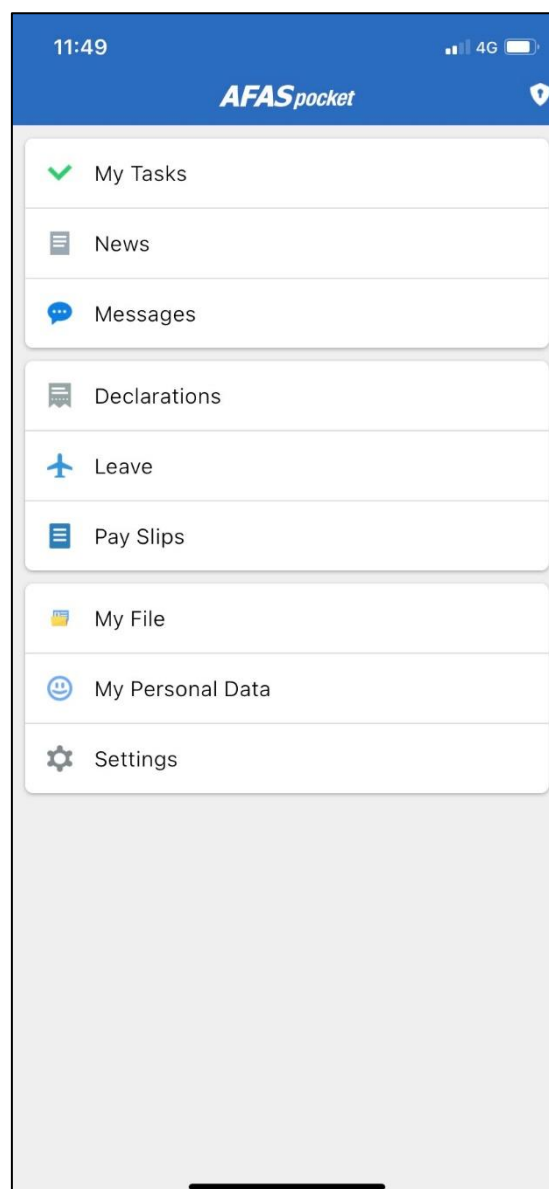
Leave declaration instruction manual

This document is a short manual on how to declare your leave hours. To do so, you have to download the AFAS Pocket app. After opening the app, you have to go through the steps of the app to register yourself. This process should be straightforward by itself; otherwise, please go to <https://www.euflex.nl/pocket> or get in touch with pocket@euflex.nl.

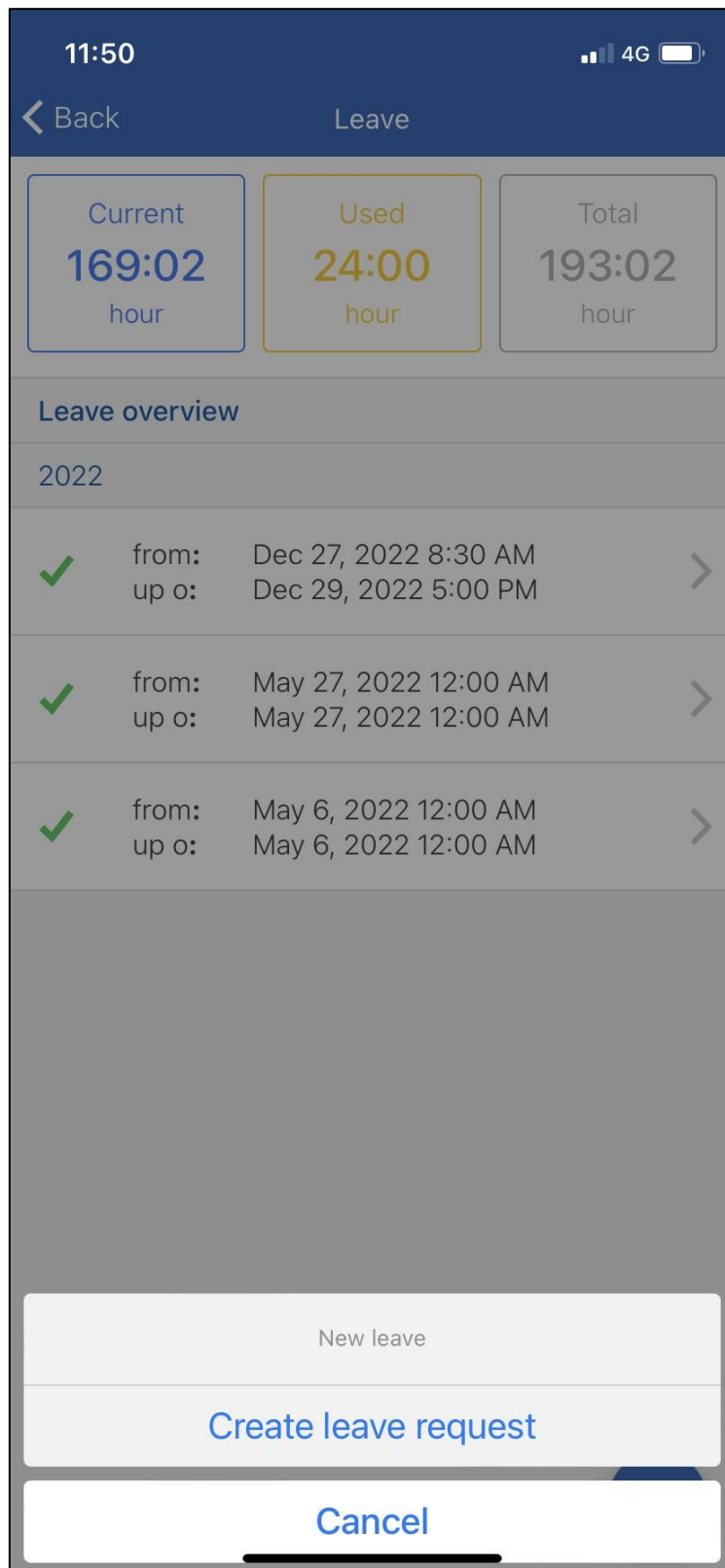
The steps below are relevant when you have downloaded and registered yourself in the app. You can set your language to English at "Settings".

You can follow the steps below to declare your leave:

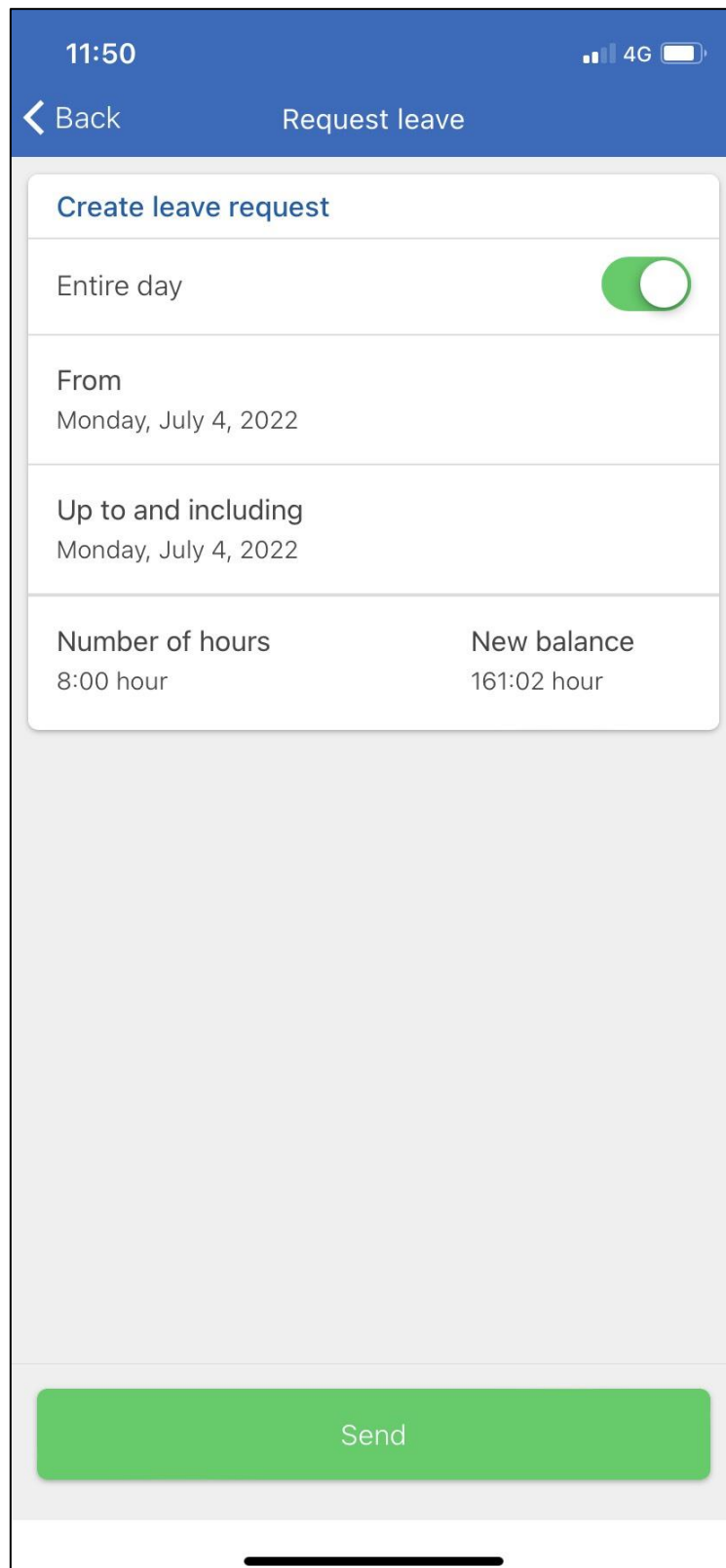
1. The following screen will appear when you open the app. Click on the button "Leave". Then you see the overview page where you can find your leave balance and previous leave declarations.



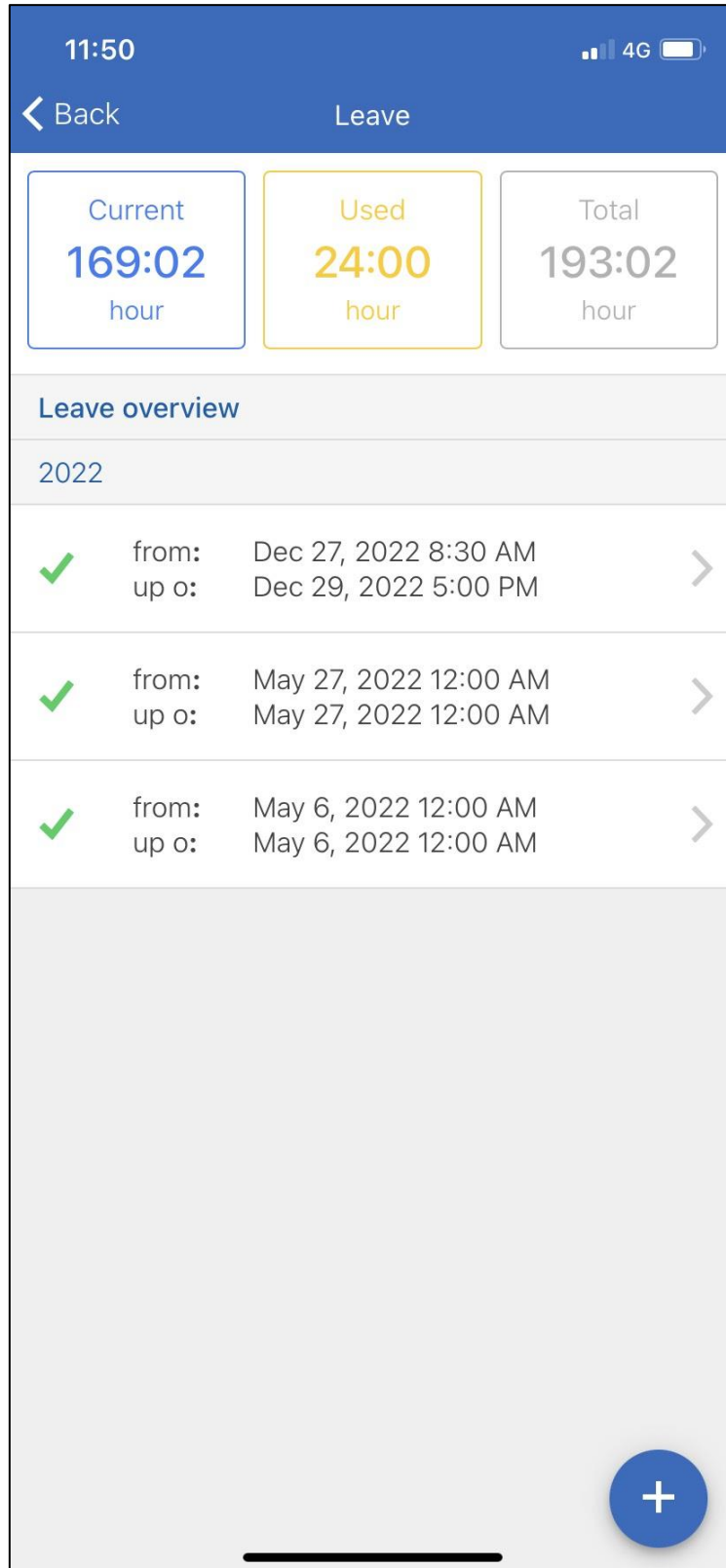
2. Click on the plus icon on the righthand corner on your screen. Then click on "Create leave request".



3. After this you will see the next screen where you can fill the details of your leave. (When you declare your leave, we always use the leave that expires first) Then click on "Send".

A screenshot of a mobile application interface for requesting leave. The screen has a blue header with the time "11:50", signal strength, "4G", and battery icons. Below the header is a navigation bar with a back arrow and the text "Request leave". The main content area is titled "Create leave request" and contains several input fields: "Entire day" with a green toggle switch, "From" with the date "Monday, July 4, 2022", and "Up to and including" with the date "Monday, July 4, 2022". At the bottom of this section, there are two columns: "Number of hours" with the value "8:00 hour" and "New balance" with the value "161:02 hour". A large green button labeled "Send" is positioned at the bottom of the form. The entire screen is framed by a thin black border.

4. If you did it correctly, you will see the leave declaration on the overview page at "Leave".



11:50 4G

< Back Leave

Current 169:02 hour	Used 24:00 hour	Total 193:02 hour
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Leave overview

2022

✓	from: Dec 27, 2022 8:30 AM up o: Dec 29, 2022 5:00 PM	>
✓	from: May 27, 2022 12:00 AM up o: May 27, 2022 12:00 AM	>
✓	from: May 6, 2022 12:00 AM up o: May 6, 2022 12:00 AM	>

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Additional info:

The leave request has to be accepted before you declare it on the app. The app is only for registration purposes. At the end of your employment or at the end of the year, we will generate a leave card based on the leave you declared on the app. This card will then be sent to the concerning manager for approval.

The collective closing days and the 60% arrangement between Christmas and New Year are already registered by Euflex. (Eg. 24 hours have been registered in that week. This is 60% of 40 hours)