



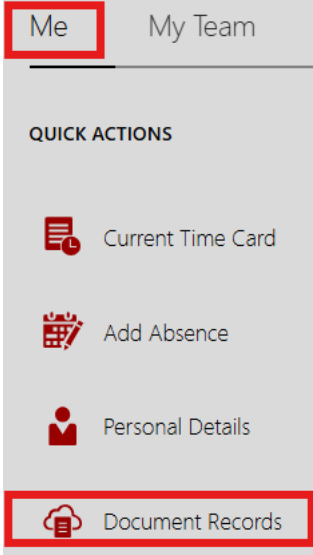
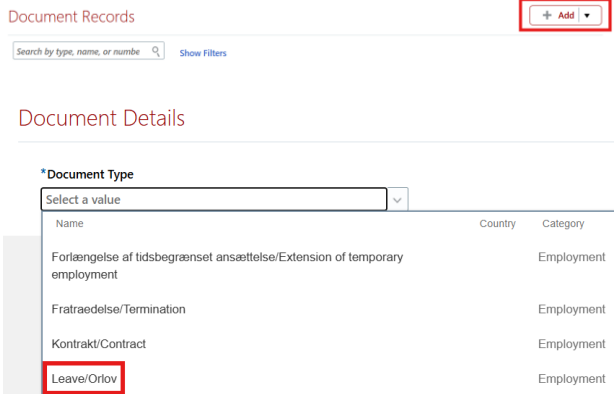
<b>Category</b>	DTU Fusion – Employee guideline	
<b>Subject</b>	M01 – Submit notice of leave	
<b>Responsible</b>	Corporate HR	
<b>Updated</b>	November 2025	


Your notice of leave goes through 4 steps:


1. You notify your leave in DTU Fusion and attach a completed leave form.
2. Your manager receives your notice of leave and approves it via DTU Fusion.
3. Corporate HR receives and processes your notice of leave.
4. You receive a letter of confirmation from Corporate HR in your e-Boks.

**Before you start:**

- ✓ Please fill in the relevant leave form, which you can find on DTU Inside.
- ✓ Gather any required documentation that must also to be attached.

Step	Explanation	Navigation
Open DTU Fusion	<p>Open <a href="#">DTU Fusion</a> in Google Chrome.</p> <p>Log in with your initials.</p> <p>If you do not have a password, <a href="#">click here</a>.</p>	
Select Document Records	<p>Click <b>Me</b> and then <b>Document Records</b>.</p>	
Select Document type	<p>Click <b>Add</b> on the right side of the screen to create your leave.</p> <p>Select the document type <b>Leave/Orlov</b> from the drop-down menu.</p>	

<b>Category</b>	DTU Fusion – Employee guideline	
<b>Subject</b>	M01 – Submit notice of leave	
<b>Responsible</b>	Corporate HR	
<b>Updated</b>	November 2025	

<p>Enter Name</p> <p>Enter From Date</p> <p>Select the type of leave</p> <p>Add attachments</p>	<p>In the <b>Name</b> field, enter the name of your institute/department and your first day of leave.</p> <p>Enter <b>From date</b> with:  <b>Due date</b> (for paternity or pregnancy and maternity leave),  <b>Child's birth date</b> (for parental leave),  <b>First day of leave</b> (for parental leave or other leave), or  <b>Date of receiving</b> (for adoption).</p> <p>Select the <b>type of leave</b>.</p> <p><b>Attach</b> your completed leave form along with any necessary documentation.</p>	<p>Document Details</p> <p>* Document Type  Leave/Orlov</p> <p>* Name  <input type="text"/></p> <p>* From Date  dd-mm-yyyy</p> <p>Category  Employment</p> <p>Country  All Countries</p> <p>IN 'NAME': ENTER YOUR INSTITUTE + YOUR FIRST DAY OF LEAVE</p> <p>* Type of leave  Pregnancy and maternity leave  Paternity leave  Parental Leave  Adoption  Leave without pay  Other leave</p> <p>Attachments</p> <p> Drag files here or click to add attachment</p>
<p>Select Submit</p>	<p>Click <b>Submit</b> to send your notice of leave to Corporate HR.</p>	<p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>

Your notice of leave will now be sent to your manager for approval (step 2), and then to Corporate HR (step 3). Once the leave is approved and processed, Corporate HR will send a confirmation letter to you via e-Boks (step 4).