
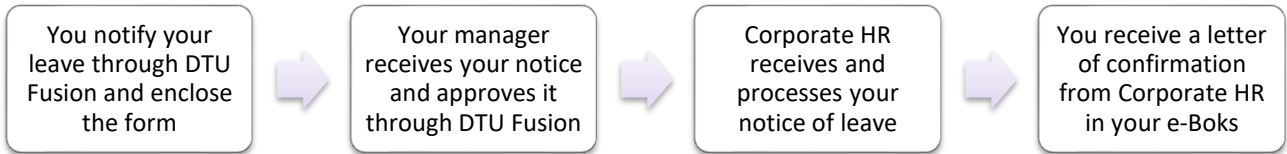

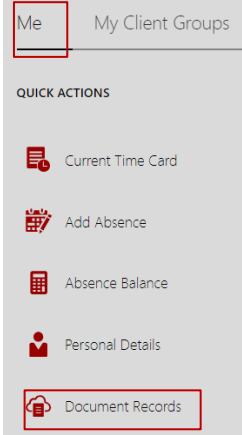
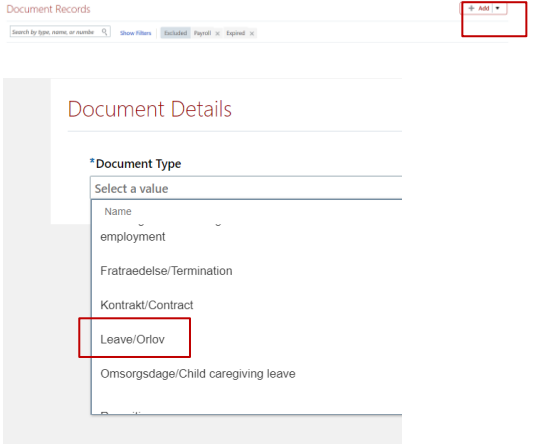



|                     |                               |   |
|---------------------|-------------------------------|---|
| <b>Category</b>     | DTU Fusion employee guideline |  |
| <b>Subject</b>      | EN_M01 – send notice of leave |   |
| <b>System owner</b> | Corporate HR                  |   |
| <b>Date</b>         | 30 October 2023               |   |

Your notice of leave will go through 4 steps with you being involved in step 1-4:



Please fill out a form for notice of leave, maternity, parental or paternity leave, which you will find at [DTU Inside](#). Create your notification/notice of leave in DTU Employee and attach the filled out form.

| Step                    | Explanation  | Navigation   |
|-------------------------|--|--|
| Open Fusion             | Open <a href="#">DTU Fusion</a> in Google Chrome!<br>Your username is your employee number. If you do not know your password, <a href="#">click here</a> . |    |
| Select document-records | Click "Me" and then "Document Records".  |   |
| Select document type    | Click "Add" in the right side of the screen and select to create your leave.<br>Select "Orlov/Leave" from the drop-down menu.                              |  |

|                     |                               |   |
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|                             |  |  |
|-----------------------------|--|--|
| <p>Select type of leave</p> | <p>Write your department under "Name", for example "DTU Elektro".</p> <p>In "from date", write the due date (if pregnancy, maternity, or paternity leave), start date (parental leave or other leave), the birthday of the child (if parental leave) or the date of receiving (for adoption).</p> <p>Select type of leave.</p> <p>Attach your filled out form along with any other necessary documentation (the form will list any necessary documentation).</p> | <div style="border: 1px solid #ccc; padding: 10px;"> <p style="color: #a00; margin: 0;">Document Details</p> <hr/> <p><small>*Document Type</small><br/> <input type="text" value="Leave/Orlov"/></p> <div style="border: 2px solid red; padding: 5px; margin: 5px 0;"> <p><small>*Name</small><br/> <input type="text"/></p> </div> <p><small>*From Date</small><br/> <input type="text" value="dd-mm-yyyy"/></p> <div style="border: 2px solid red; padding: 5px; margin: 5px 0;"> <p><small>*Type of leave</small></p> <div style="border: 1px solid #ccc; padding: 5px;"> <ul style="list-style-type: none"> <li style="background-color: #e0e0e0; padding: 2px;">Pregnancy and maternity leave</li> <li style="padding: 2px;">Paternity leave</li> <li style="padding: 2px;">Parental Leave</li> <li style="padding: 2px;">Adoption</li> <li style="padding: 2px;">Leave without pay</li> <li style="padding: 2px;">Other leave</li> </ul> </div> <p style="font-size: small; margin-top: 5px;">Search...</p> </div> </div> |
|-----------------------------|--|--|

Your notice of leave/leave will be sent to your manager for approval (step 2). Then, Corporate HR will receive and process your notice (step 3). Once your leave has been approved and registered you will receive a letter of confirmation via e-Boks (step 4).