

# The AFAS Pocket-app: how to request leave? (direct employee)

What do you need?  
- Your mobile phone

**Point of attention:**  
Discuss all leave requests with your manager. If your manager approves your request, you must submit it yourself via MyAFAS.

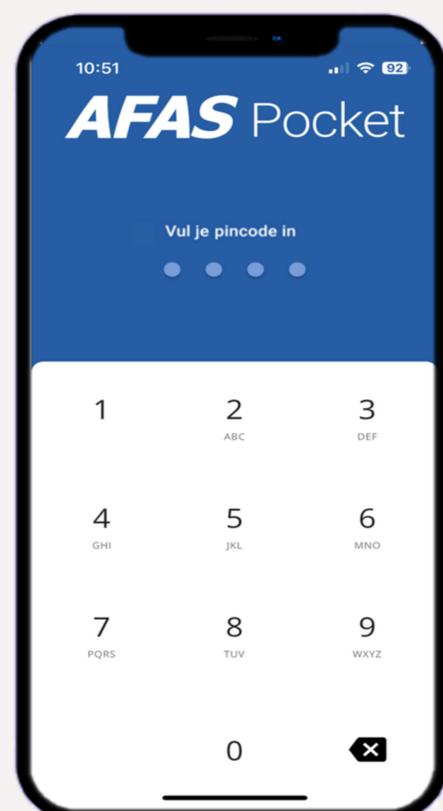
## Where do I request my leave?

Leave type	What should I do?
Vakantie verlof	You submit the request to your manager.  *do you work at Hago Zorg or one of the joint ventures? Then, as an employee, you submit your leave request via the ORTEC ESS app.
Bijzonder verlof (zie cao) & Calamiteiten verlof	You submit the request to your manager.
Betaald & onbetaald ouderschapsverlof	You submit the application via myafas.vebeego.com
Geboorteverlof & aanvullend geboorteverlof	You submit the request to your manager.
Onbetaald verlof	You submit the application via myafas.vebeego.com or via the AFAS Pocket app.
Kortdurend & Langdurend Zorgverlof	You submit the application via myafas.vebeego.com or via the AFAS Pocket app.
Adoptie & Pleegzorg verlof	You submit the application via myafas.vebeego.com or via the AFAS Pocket app.

## 1 Log in AFAS Pocket-app

Open the AFAS Pocket-app on your phone and enter your pin-code.

**Point of attention:**  
Point of attention: In some cases you will be direct to a different screen which says: "Authentication required". If so, please enter the pin code of your mobile phone. (Don't use the pin code of the AFAS Pocket-app.)

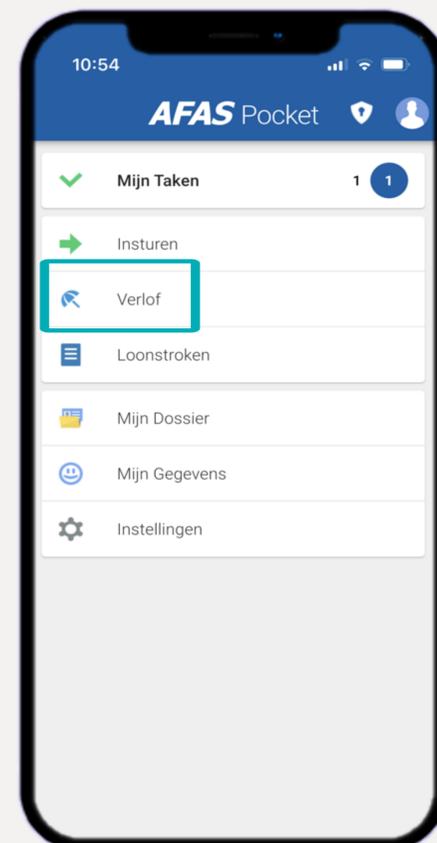


## 2 Possibilities within AFAS Pocket-app

In this screen, you can see the choices you can make.

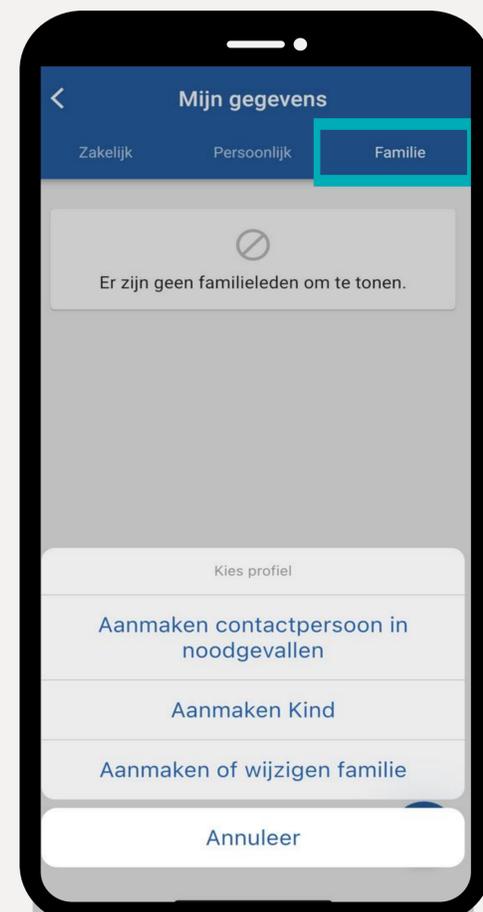
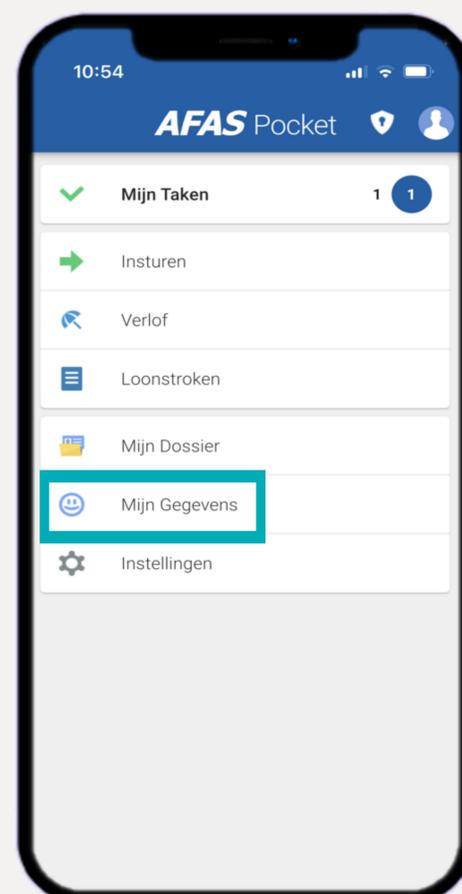
### Point of attention:

If you want to request leave related to your child, you must first register your child. If you haven't done that yet, follow step 3 first.



## 3 Register your child

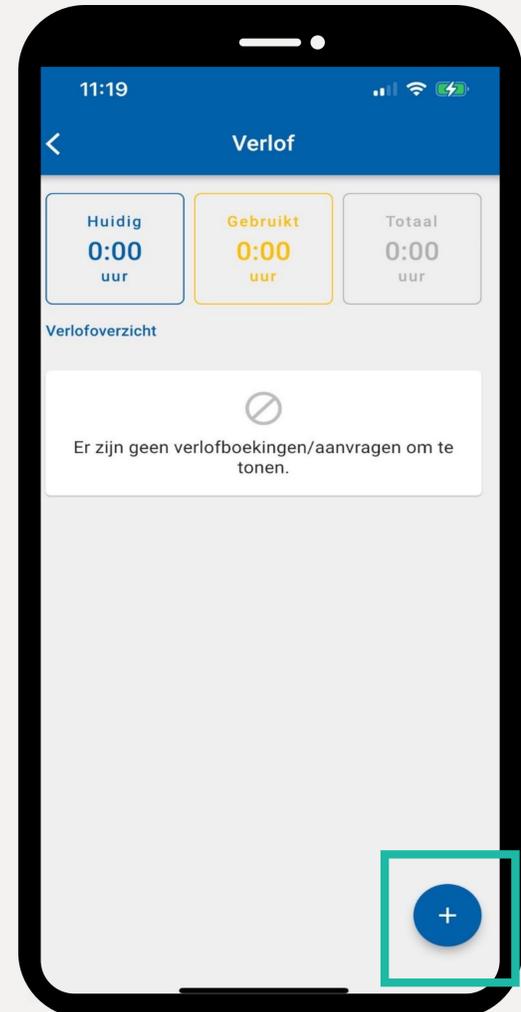
Select '**Mijn gegevens**'. Click on '**Familie**' if you want to create or modify a family member. Click on + at the bottom right and choose '**Kind toevoegen**'.



## 4 Leave

Your balance in this screen always shows '0'. This is because the accrual and registration of leave takes place in ORTEC. If you want to know your leave balance, check your payslip.

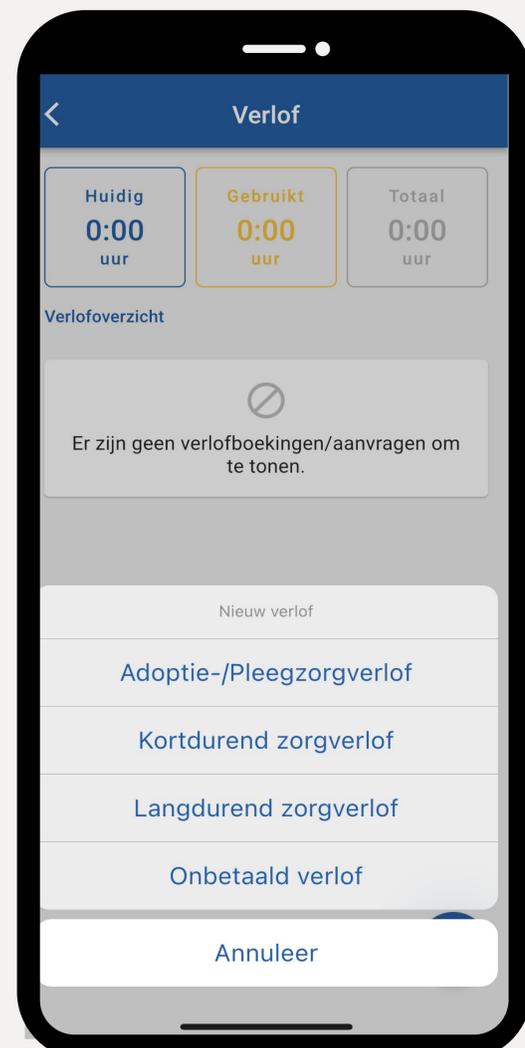
Do you work for Hago Zorg or 1 of the Joint Ventures? Check your current leave balance on the ORTEC ESS app.



## 5 Types of leave

If you click on the +, you will see the types of leave that you can request via the AFAS Pocket-app.

Then choose which type of leave you want to submit.



## 6 Request leave

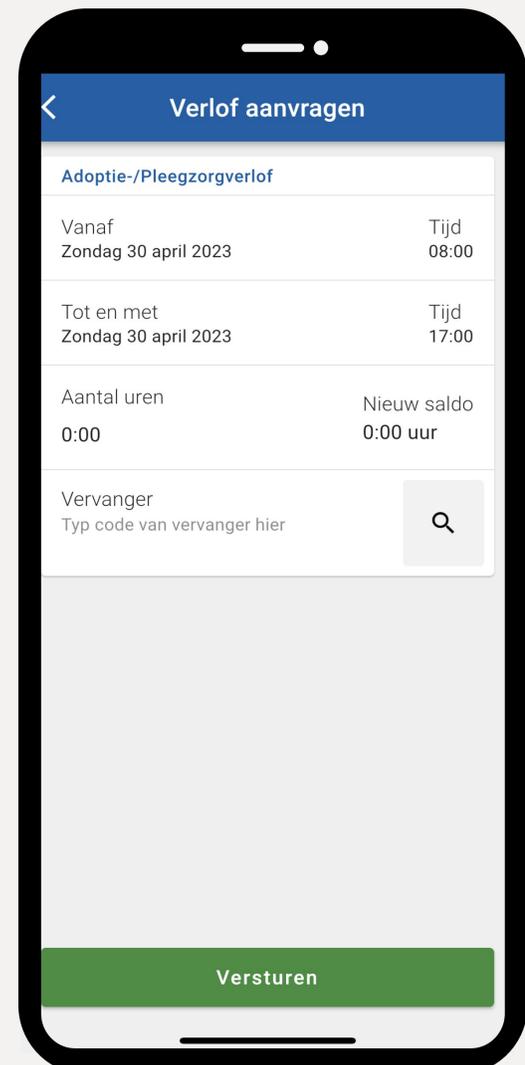
When you requesting leave, you will see this screen. Click on the field and fill in the request.

Have you arranged for a replacement with your manager?

Then click on  to add the replacement.

Click on 'Versturen'.

Your manager will receive the leave request and will review it. You will receive a task for this. If rejected, you then have the option to modify and resend or withdraw your leave request.



**Done**