

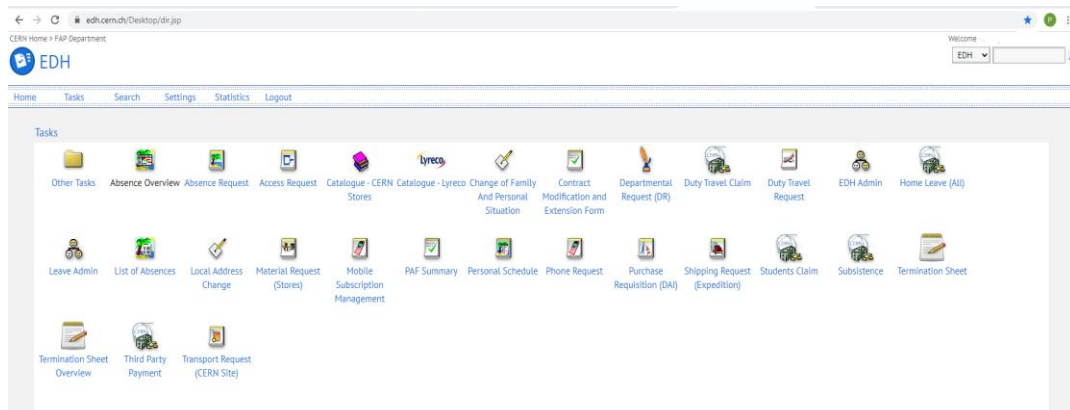
# Guidelines for entering Teleworking in EDH during COVID-19

If you are teleworking, you should indicate it in EDH.

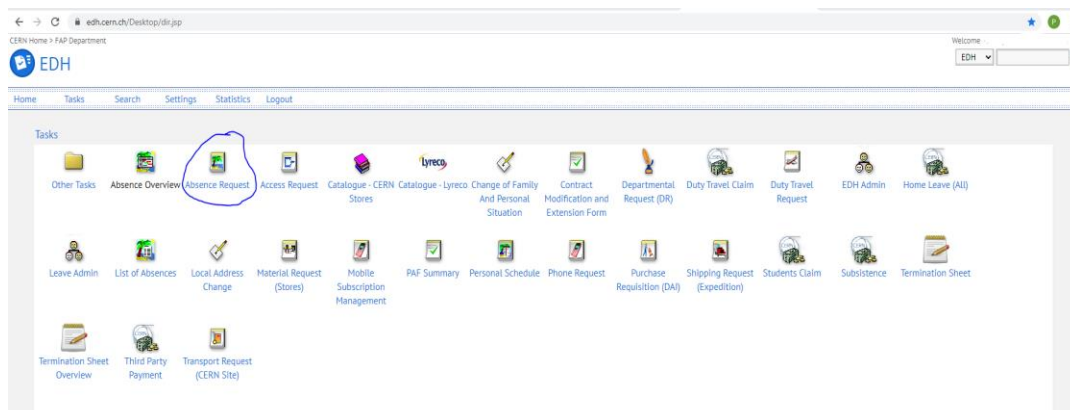
In order to do so, please follow the below steps.

## STEPS

1. Go to the [EDH](#) website.



2. Select "Absence Request"



3. This will lead you to a page similar to this, with your name at the top:

**Absence Request**  
 Created by [Pinelopi Fahvi SAKELLARIDI \(BE-HDO-ADM\) Tel: 72037](#) on 01.07.2020 15:54  
 Applicable administrative procedure: [Leave at CERN: OVERVIEW](#)

**General Information**  
 Requestor: [Name] Cern ID: [ID]; Status: [Status]  
 Show values in: 8 Hour Days  
 Requestor's car will be parked at CERN during the absence period? No

**Balance** July - 07.2020

Balances	Forecast	Current	Previous
Annual	7.50	0.00	0.00
Holiday			

**Absence periods**

Absence Type	Start Date	End Date	Duration
Annual Leave	08:30	17:30	N/A

**Information about Home Leave and Additional Travel**

Type	Entitlement period(s)	Travel time	Taken
Home Leave	01.07.2021 - 30.06.2022	4.0 days	Not yet

4. In order to enter your telework,  
 a. Please navigate to Absence Periods->Absence type, scroll through the dropdown menu and click, "Other". This will bring up a larger selection of absences, where you will find and need to select "Teleworking (occasional)"

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Absence Type	Start Date	End Date	Duration
Teleworking (occasional)	08:30	17:30	N/A

- b. Enter the days/period you will telework. When these absences are entered, the selected teleworking days should appear in grey in the calendar. See example below:

Balance

Balances	Forecast	Current	Previous
Annual	7.50	0.00	0.00
Holiday			
Teleworking			

July - 07.2020

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Absence periods

Absence Type	Start Date	End Date	Duration
Teleworking (occasional)	01.07.2020 08:30	01.07.2020 17:30	N/A
Teleworking (occasional)	03.07.2020 08:30	03.07.2020 17:30	N/A

Buttons: [Click here to add a new line item](#), +Add, Apply

5. You need to enter the comment: "Exceptional Measure" and indicate from where you will telework in the comment box. ex.: "Exceptional Measure - Home office in local area"

Absence Request

Balance

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Holiday			
Teleworking			

July - 07.2020

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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Teleworking (occasional)	01.07.2020 08:30	01.07.2020 17:30	N/A
Teleworking (occasional)	03.07.2020 08:30	03.07.2020 17:30	N/A
Teleworking (occasional)	06.07.2020 08:30	06.07.2020 17:30	N/A
Teleworking (occasional)	08.07.2020 08:30	08.07.2020 17:30	N/A
Teleworking (occasional)	10.07.2020 08:30	10.07.2020 17:30	N/A

Information about Home Leave and Additional Travel

Type	Entitlement period(s)	Travel time	Taken
Home Leave	01.07.2021 - 30.06.2022	4.0 days	Not yet

Additional information

Phone/location during absence and other comments: Exceptional measure- Home Office Local area

Automatically redirect EDH documents during my absence: No

6. Finally, click "Submit" and your request will be sent for approval.

Absence Request

Balance

Balances	Forecast	Current	Previous
Annual	7.50	0.00	0.00
Holiday			
Teleworking			

July - 07.2020

Mo	Tu	We	Th	Fr	Sa	Su
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Submit