



STAR LUXURY GROUP

User guide

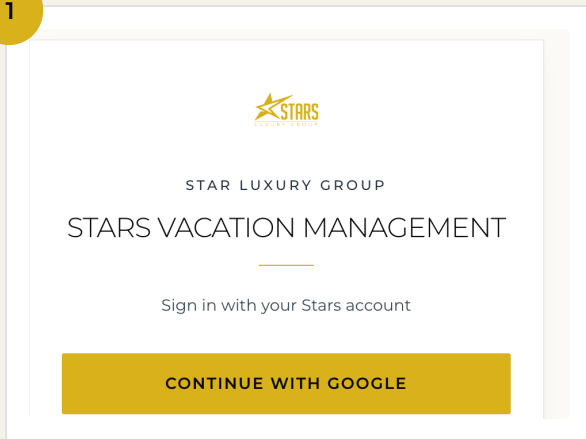


Stars Vacation Management — sign in and
request leave

Sign in in three steps



1

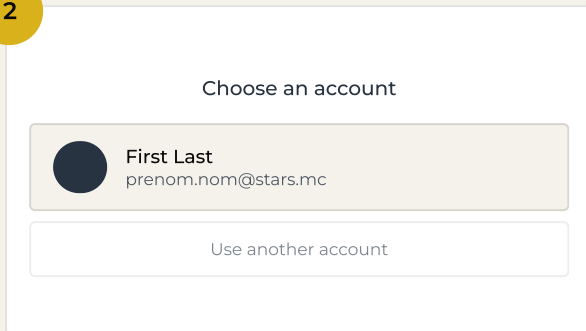


STEP 1

Open the sign-in page

Go to the Stars Vacation Management tool and click "Continue with Google."

2

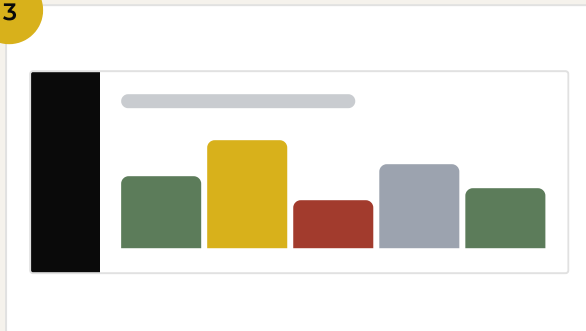


STEP 2

Choose your Google account

Select your work address ending in @stars.mc.

3



STEP 3

You're signed in

You are automatically redirected to your Stars vacation space.

Only @stars.mc addresses are eligible for this tool, developed by the Stars teams.

Check the calendar before requesting



Before submitting your request, check that no one has already booked leave for the same dates. You can filter leave by clicking on each company.

Vacation & Company Calendar

Monitor team availability, company events, and detect scheduling conflicts

< Today >

August 2026

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15 MC · Assom...	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

THE LEAVE & COMPANY CALENDAR

FILTER BY COMPANY

Click your company name to show only its leave, and check that nobody from your company is already off during the same period.

COLOUR LEGEND



Monaco public holiday



France public holiday



Monaco + France holiday



Stars event



Closed day (leave allowed)



Working day (leave blocked)



Conflict (overlap)

APPROVED LEAVE, BY COMPANY



Stars MC



Stars Yachting



Stars Real Estate



Le Pneu / Midi Pneu



Stars Aviation

Request a leave in a few steps



DURATION TYPE

☒ Full day(s)

☐ Half day

START DATE *

mm/dd/yyyy

END DATE *

mm/dd/yyyy

COMPANY *

Select a company

TYPE OF LEAVE *

Select leave type

THE LEAVE REQUEST FORM

1

STEP 1

Full day or half day

Choose a full day or a half day.

2

STEP 2

Start date & end date

Select the first day of leave, then the last one: the end date is included. Only working days are counted.

3

STEP 3

Home company & type of leave

Select your home company. This field is required. Indicate the type of leave requested.

Overtime compensation: this option must be approved in advance by your line manager.

4

GOOD TO KNOW

Availability & blocked days

The calendar flags company events and special days (closed or working, shown hatched). A leave that overlaps a Stars event or falls on a working day is refused.

! AFTER YOUR REQUEST

You will first receive an email confirming your request was received, then a second email telling you whether it was approved or declined. Until you receive that second email, your leave is not considered approved.

Depending on the leave type



■ Paid leave

Check that your paid-leave balance is sufficient, taking into account leave already granted and the company closure dates.

■ Unpaid leave

When your paid-leave balance is insufficient, you may request unpaid leave.

■ Family-event leave

Supporting documentation is mandatory. Without it, the request cannot be processed.

■ Overtime compensation

This option must be approved in advance by your line manager.

TOOL UNDER DEVELOPMENT

This portal evolves regularly. If you run into a difficulty or notice a bug, report it from the HR portal with the "Report a problem" button at the bottom right of every page.