

Absences (Release 1.2.0)

1. **Absentees** are visible to all employees, not just HR.
2. The display of the employee overview has been simplified and the columns are now freely selectable through  and allow an individual view.
3. Special leave has been renamed as **Additional Leave** in the Employee Overview, since time off in lieu has been included in addition to special leave.
4. Half days off can be posted in the application and via the chatbot. These are defined for the morning or afternoon.
5. Remaining leave is no longer available as a separate type of leave for selection when applying for leave. The remaining leave is recorded in total, but posted as leave.
6. When canceling leave, this information is published to the group defined, such as superiors, employees and colleagues, just like when requesting leave.
7. Each company can store its own days off and company holidays.

In the **setup** under **company holidays**, whole days or half days can be created that are work-free for a selection of employees or the entire company. These days are not deducted from the leave account, but are automatically recorded as absence for the employees concerned. **Company holidays** is a fixed period of time during which all or some of the employees (depending on their selection) are granted uniform leave. This time is deducted from an employees' leave account. Each company can define its own types of absence in the configuration under Absences, such as special leave (birth of child, marriage, moving home, and so on). We will be happy to provide you with a template for different countries in which the legal requirements are represented.

Read more at [Absences](#).

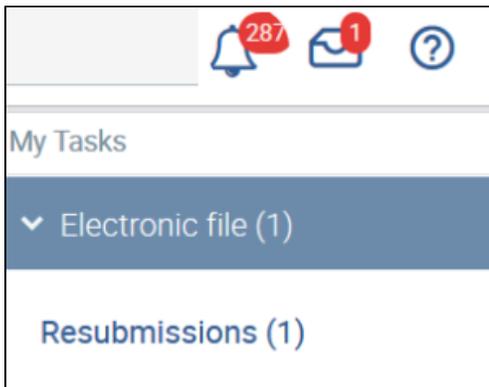
Holiday approval process

This process has been significantly simplified and automated, so that personnel departments no longer have to deal with the processing of leave requests.

An employee submits a leave request and both HR and the superior receive this leave request for resubmission. A letter is displayed at the top of the

menu bar .

As soon as you click on the letter, you also find out that it is a **Resubmission**.



Click on Resubmissions.



You can see it's a leave request. If you confirm the request again, the absence overview for the employee appears. If necessary, you must extend or scroll down the selection of entries per page until you reach the selected request. When you select this, you will see the leave request with the status **requested** in the lower table.

Under **Action**, you can **approve** or **reject** it. The employee then receives the relevant information about the approval or rejection.

The entry then disappears from your resubmission section and that of the superior.

Normally, the superior should process the request and HR receives the current information so that it is possible to intervene at any time, for example, if the superior does not process the request.