

Recording absences via the application

Select the tile **Absences**.



Your rights according to your role

Employees only see their own periods of absence. Users can obtain an overview, submit or cancel requests for leave at any time. Employees can also report in sick and, if necessary, upload a sick note.


If you are a superior, you can only see your own periods of absences and those of your employees. In addition to the above-mentioned rights as an employee, you can approve or reject your employees' requests for leave under **Actions**.

If you work in the HR department and have administrative rights (HR profile), you can obtain an overview of the absences for all employees and capture leave requests for the employees themselves (for example, if an employee does not have electronic access), approve or cancel them.

Year	Start	End	Duration	Status	Requester	Approver	Start Date	End Date
2019	May 10, 2019	May 10, 2019	1.0	Sick	request	approved	12/20/19	12/20/19
2019	May 4, 2019	May 4, 2019	1.0	Holiday	Sick	approved	12/20/19	12/20/19
2019	Apr 15, 2019	Apr 15, 2019	1.0	Holiday	Sick	approved	12/20/19	12/20/19
2019	Apr 11, 2019	Apr 11, 2019	1.0	Holiday	Sick	approved	12/20/19	12/20/19
2019	Apr 10, 2019	Apr 10, 2019	1.0	Sick	request	approved	12/20/19	12/20/19
2019	Mar 25, 2019	Mar 25, 2019	1.0	Holiday	Sick	approved	12/20/19	12/20/19
2019	Mar 24, 2019	Mar 24, 2019	1.0	Holiday	Sick	approved	12/20/19	12/20/19
2019	Mar 23, 2019	Mar 23, 2019	1.0	Holiday	Sick	approved	12/20/19	12/20/19
2019	Mar 22, 2019	Mar 22, 2019	1.0	Holiday	Sick	approved	12/20/19	12/20/19
2019	Mar 21, 2019	Mar 21, 2019	1.0	Holiday	Sick	approved	12/20/19	12/20/19

Applying for leave



To apply for leave using the application, please select  and enter the dates for your leave.

Book holiday

Employee: Joyce Letter

Type *: Holiday half day

Subject: One day off

Start *: 12/20/19

End *: 12/20/19

Exclude holidays

Extract company-free days

Exclude weekend

Observe working time model

Duration (days): 1.0

Status *: requested

Additional info to department:

Save Cancel

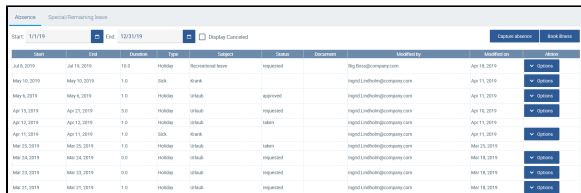
Under **Type**, you can also select special leave or half-days off.

The duration is calculated from the start and the end of the period of absence and from the settings in the working time model. If you have configured a 4-day week in the working time model, only 4 days are deducted from the leave calculated for one week.

Each request for leave is sent by e-mail to the applicant, the personnel department and the superior. If you wish to send an e-mail to the department, please tick the box **Additional information to department**.

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As soon as the entry has been saved, the selected e-mails will be sent via the request for leave in the status respectively.



Start	End	Amount	Type	Subject	Status	Document	Requested by	Requested on	Actions
08.07.2019	08.07.2019	1.0	Public	Removal from work	requested		Ingrid.Lindholm@daniele.com	07.19.2019	Cancel
08.07.2019	08.07.2019	1.0	Sick	Sick	approved		Ingrid.Lindholm@daniele.com	07.19.2019	Cancel
08.07.2019	08.07.2019	1.0	Public	Public	approved		Ingrid.Lindholm@daniele.com	07.19.2019	Cancel
08.07.2019	08.07.2019	1.0	Public	Public	requested		Ingrid.Lindholm@daniele.com	07.19.2019	Cancel
08.07.2019	08.07.2019	1.0	Public	Public	approved		Ingrid.Lindholm@daniele.com	07.19.2019	Cancel
08.07.2019	08.07.2019	1.0	Sick	Sick	approved		Ingrid.Lindholm@daniele.com	07.19.2019	Cancel
08.07.2019	08.07.2019	1.0	Public	Public	approved		Ingrid.Lindholm@daniele.com	07.19.2019	Cancel
08.07.2019	08.07.2019	1.0	Public	Public	approved		Ingrid.Lindholm@daniele.com	07.19.2019	Cancel
08.07.2019	08.07.2019	1.0	Public	Public	approved		Ingrid.Lindholm@daniele.com	07.19.2019	Cancel


Recording of leave from 08.07.2019 to 19.07.2019 in the overview of absences for the employee Ingrid Lindholm

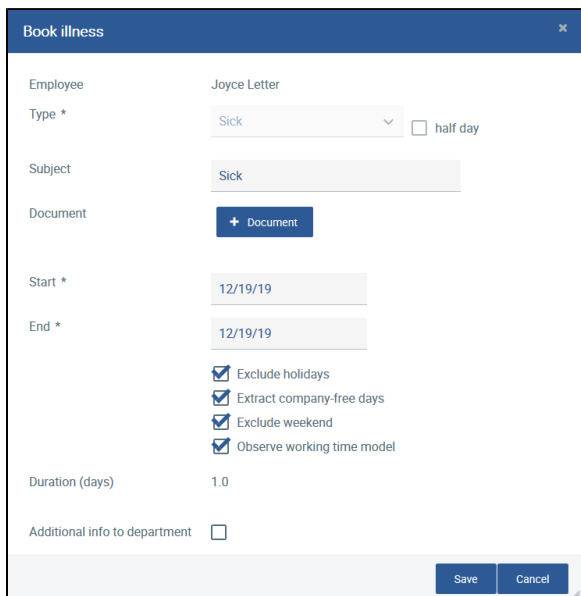
Leave that has been requested can be approved, rejected, or cancelled directly under **Actions**.

Leave can also be approved immediately by the software. To this end, please configure yourself the number of days off which do not require intervention by the supervisor or the personnel department.

To add group leave, please refer to the documentation under [List of special/remaining leave](#).

Reporting of sick days

To report a period of illness using the application, please select 



Book illness

Employee: Joyce Letter

Type *: Sick half day

Subject: Sick

Document: [+ Document](#)

Start *: 12/19/19

End *: 12/19/19

Exclude holidays
 Extract company-free days
 Exclude weekend
 Observe working time model

Duration (days): 1.0

Additional info to department:

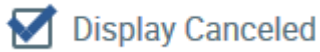
[Save](#) [Cancel](#)

It is possible to directly attach a certificate of incapacity for work issued by the doctor to the entry. This can also be done afterwards at any time.

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Employee	Start	End	Duration	Status	Reason	Number of	Number of	Number of	Number of
Claudia Rühmer	02/09/2019	02/09/2019	08:00	Sick	Sickness	1	0	0	0
Uwe	02/09/2019	02/09/2019	08:00	Sick	Sickness	1	0	0	0
Uwe	02/09/2019	02/09/2019	08:00	Sick	Sickness	1	0	0	0
Uwe	02/09/2019	02/09/2019	08:00	Sick	Sickness	1	0	0	0
Uwe	02/09/2019	02/09/2019	08:00	Sick	Sickness	1	0	0	0
Uwe	02/09/2019	02/09/2019	08:00	Sick	Sickness	1	0	0	0
Uwe	02/09/2019	02/09/2019	08:00	Sick	Sickness	1	0	0	0
Uwe	02/09/2019	02/09/2019	08:00	Sick	Sickness	1	0	0	0
Uwe	02/09/2019	02/09/2019	08:00	Sick	Sickness	1	0	0	0
Uwe	02/09/2019	02/09/2019	08:00	Sick	Sickness	1	0	0	0

Sick note for 02/09/2019 for the employee Claudia Rühmer in the overview of absences



Display Canceled

If you check the box , the system also displays the absences that have already been canceled. These can no longer be changed using **Actions**. Annual holiday closures cannot be edited via **Actions**, because they have been defined in the configuration and apply at a central level.

All periods of absence can also be exported by  .