Recording absences via Messenger (e.g. Skype, Telegram)

Please add **Danielle Talk** as a contact in your Messenger (see Danielle Talk).

Please enter the period for your leave or the dates for sick days.

All entries are stored in your personnel file and both HR and your supervisor are automatically informed.
In addition, these entries are saved in the chat history.
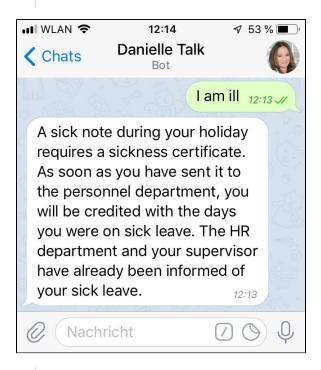
Request for leave

> *Since the days on which leave requests are automatically approved (for example, in quiet business phases) have been configured in the system, the leave requested for 6 May 2019 was automatically approved and entered in the personnel file. Manual approval by the superior is no longer necessary.*

Reporting illness

Recording absences via Messenger (e.g. Skype, Telegram)

Sick leave for one day

Sick note during leave