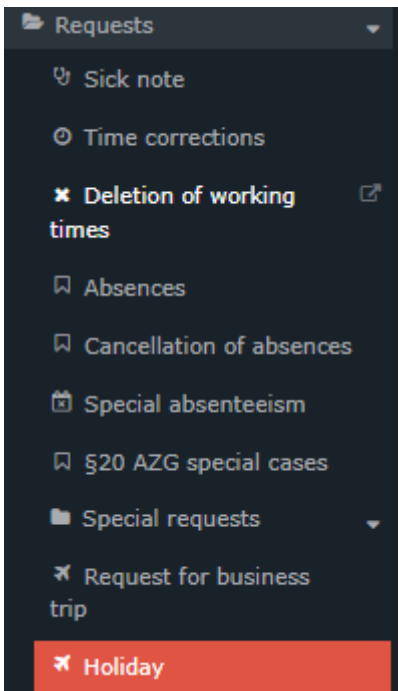


Urlaub

In principle, the application for holiday/vacation corresponds to the application for absence. As vacation/Holiday requests are the most frequent absenteeism requests, there is also the option of submitting such a request directly via a dedicated form for more convenient use.

You will find this application form at the last position in the menu:



Click to open the application form:

A screenshot of the 'Holiday' application form. At the top, there are buttons for 'Start process', 'Save as Draft', 'Show Calendar', and 'Show Group calendar'. The form fields include: 'From-Date' (27.09.2023), 'To-Date' (27.09.2023), 'Absence Reason' (vacation), and a 'Comment' text area. A yellow notification box on the right says: 'Here you can request your holidays. This request should be approved by your manager.' Below the form is a 'Calculation of vacation consumption' section with a table:

24.5	Current remaining vacation days
24.5	Available vacation days
1	Vacation days of this request
23.5	Available Days after approval

A 'Start process' button is located at the bottom left of the form.

The field descriptions in the vacation application correspond to those of the absence application. However, the reason for the absence "vacation" is already predefined in the leave application.

Furthermore, the status quo of your vacation days is created in the leave request, taking into account the current request.

You also have the option to choose between full-day and half-day vacation in the "Absence reason" field.

Half-day vacation are also shown as such in the quota.

Absence Reason

Absence type

complete to target time

Comment

Calculation of entitlement and consumption

- 8 Open Holiday days actual
- 8 Available Holiday days
- 0.5 Holiday days of this request
- 7.5 Available Holiday days after approval**