

# Cancellation of absences

## General

**Cancellation of absences** requests are used to delete incorrect full-day or half-day absences (holiday, time compensation, ...) from the system. This means that an employee who, for example, wants to cancel his or her requested and already approved holiday can subsequently remove this request from the system using a **Cancellation of Absences Request**.

An example: An employee has an approved holiday from 27/07 to 31/07. - but cannot consume it. He or she therefore calls up the Cancellation of Absences Request and enters the relevant date (from 27/07 to 31/07). Since no approval by the superior is required, the change is immediately visible in the system after a click on **"Start process"**.

The user must enter the From and To date (from 27/07 to 31/07) in the form.

The only possible absence reason is "Present", since a full-day or half-day absence is to be cancelled.

If necessary, a note can be made in the comment field, to explain why the absence had to be cancelled (e.g.: postponement of holiday).

The screenshot shows a web form titled "Cancellation of absences". At the top, there are four buttons: "Start process" (with a dropdown arrow), "Save as Draft", "Show Calendar", and "Show Group calendar". Below these buttons is a form with the following fields:

- From-Date:** A text input field containing "27/07/2021" and a calendar icon on the right.
- To-Date:** A text input field containing "31/07/2021" and a calendar icon on the right.
- Absence Reason:** A dropdown menu with "present" selected.
- Comment:** A large text area for entering a note.

Below the form is an "Attachments" section with a table header: "Filename", "Size", and "Attached at". There is an "Add attachment" button below the table. At the bottom of the form, there is a "Start process" button.

The button **"Show calendar"** serves here as a possible help when filling out the request, as the personal calendar is shown.

The button **"Show group calendar"** serves here as possible help when filling out the request, as the group calendar is shown.

After a click on **"Start process"** the cancellation is made in the system and you get to the overview [Uncompleted requests](#)<sup>1</sup>.

## Approval process

**Applicant (Requestor) --> Manager**

The application is submitted to the manager for inspection (i.e. a kind of acknowledgement).

1. </daisy/personalwolke-admin/5878-dsy.html?language=4>