

Absence with a non-productive absence reason

There are also certain absence reasons that do not count as working time but must nevertheless be recorded in the system. These include, for example, illness or a visit to the doctor or a visit to the authorities during working hours.

In principle, the booking logic for non-productive absences is identical to the procedure for productive absences. The **booking intervals** are stored in the journal in the same way, but the time recorded for **non-productive absence reasons is not taken into account as working time in the balance**. A time interval with a non-productive absence reason can also be ended either with subsequent absence or with subsequent attendance, as described in [absence with a productive absence reason](#).¹

The screenshot shows a web interface titled "Booking". At the top, there are three buttons: "Do booking" (with a refresh icon), "Refresh", and "Show Journal". Below these buttons, the "Booking state" is displayed as "Working remote / Homeoffice".

The interface is divided into two main sections:

- New booking:** A form with the following fields:
 - Date: 07.06.2021
 - Time: 12:29
 - Bookingrhythm: Left
 - Reason: Homeoffice (dropdown menu)
 - Note: (empty text area)
- Today bookings:** A table showing the current day's bookings.

Bookings	Reason
09:05 - 12:29	
12:29	Homeoffice

1. <https://personalwolke.at/daisy/personalwolke-default/9054-dsy.html?branch=main&language=en>