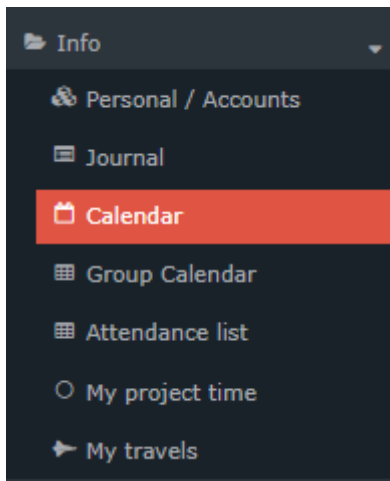
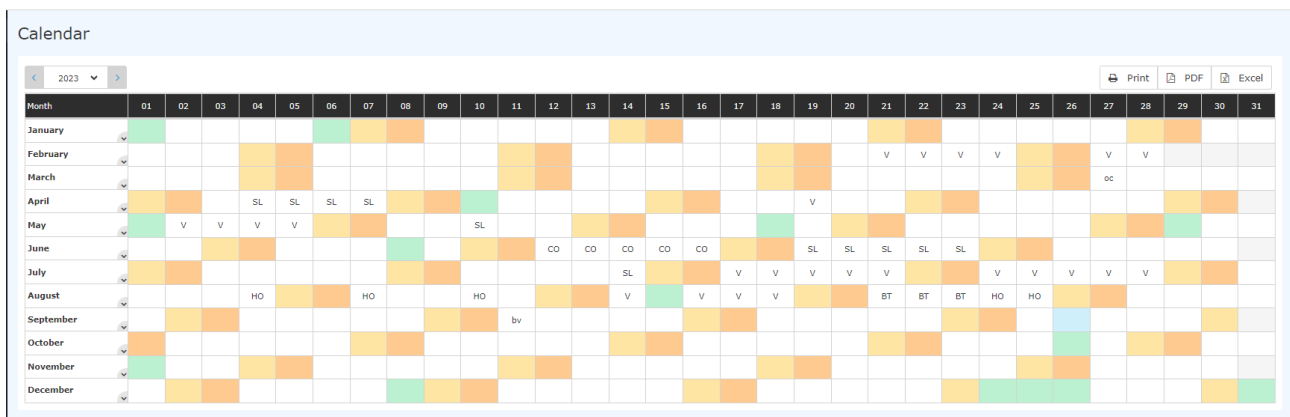


# Calendar

## General



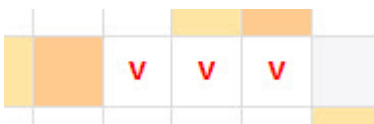
The **absence calendar** is used for planning and overview of full-day and half-day absence reasons (holiday, training, illness, ...).

A screenshot of a calendar interface for the year 2023. The calendar grid shows months from January to December. Each cell in the grid is color-coded: light blue for the current day, yellow for Saturdays, orange for Sundays, and green for public holidays. Absence reasons are indicated by letters in the cells: 'V' for vacation, 'SL' for sick leave, 'CO' for care leave, 'BT' for bereavement, and 'HO' for holiday. Some cells are empty, indicating no absence for that day. The interface includes navigation arrows, a year selector, and action buttons for Print, PDF, and Excel.

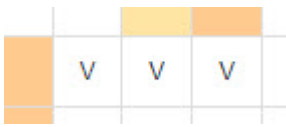
### Colour coding:

- black font: approved absences
- red font: approvals still open
- Light blue cell: the current day
- Yellow cell: Saturdays
- Orange cell: Sundays
- Green cell: public holiday according to the public holiday calendar set for the employee

E.g. as long as an absence / special absence request is in progress (status unapproved), the absence is already entered in red in the calendar.

A diagram showing a row of calendar cells. The first cell is light blue. The second cell is orange. The third, fourth, and fifth cells are yellow and contain a red 'V'. The sixth cell is light blue. The seventh cell is orange. The eighth cell is light blue.

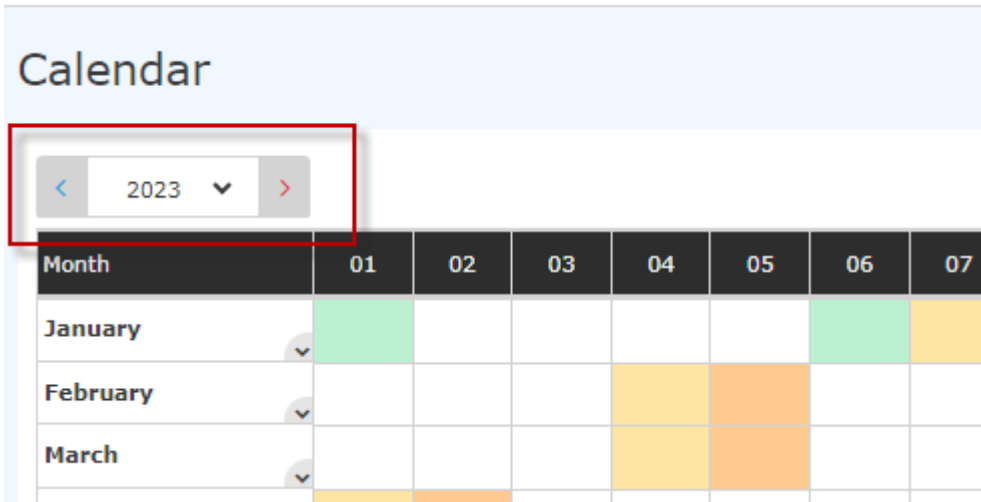
After a request has been approved, the absence appears in black on the days concerned. All work-relevant data is updated (e.g. remaining leave or planned leave).



## Functions

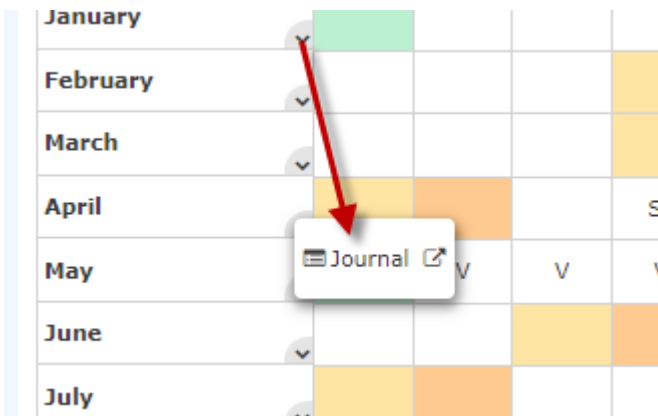
### Selection of the year

The arrow buttons can be used to scroll forward or backward one year. Alternatively, a year selection is possible via the drop-down list.



### Switch to the Journal

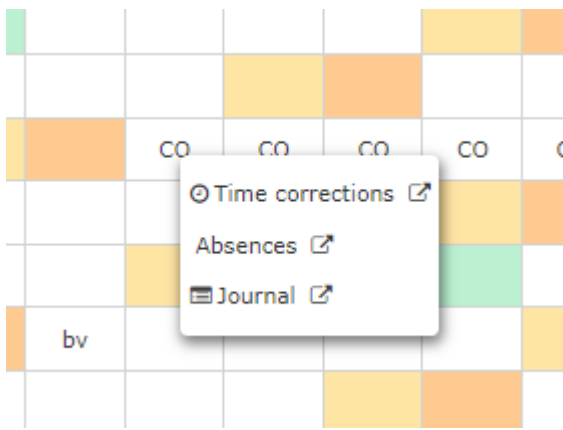
By clicking the v-button in the month field, you can switch to the monthly journal of the same month.



### Switch to correction options

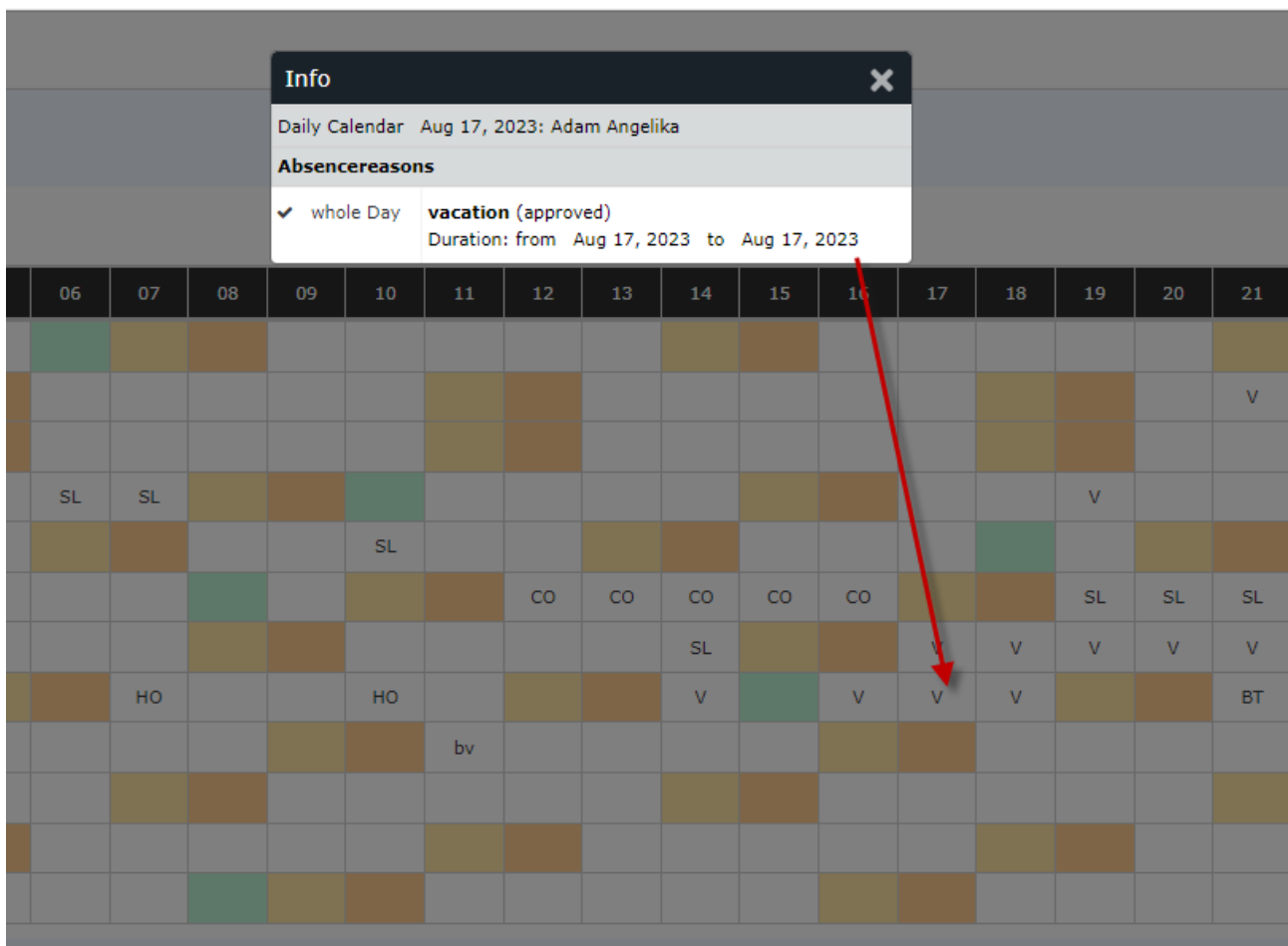
Right-clicking in a day field opens a selection list that leads to

- Time correction request
- Time off request
- Switch to the monthly journal



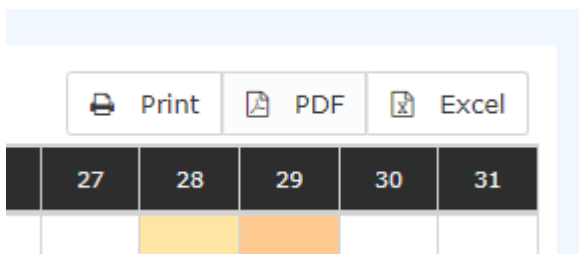
## Daily information

Clicking on a window (left click) opens an info window that shows, for example, the status of miss reasons.



## Print/Export

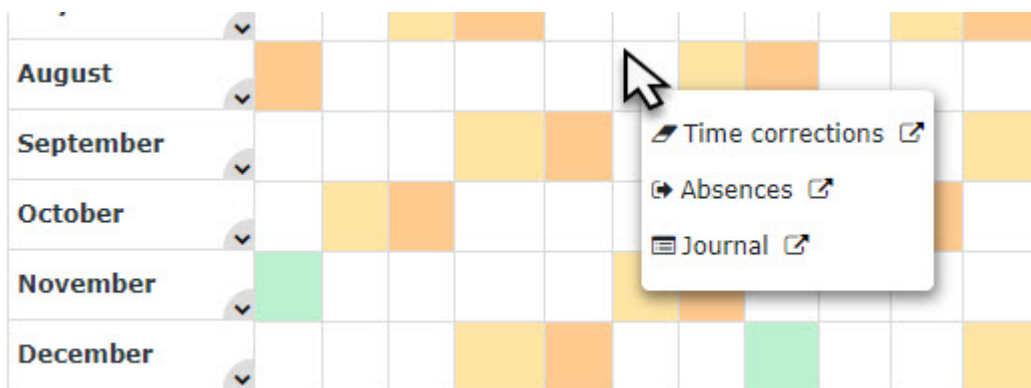
The calendar view can also be exported as a PDF or Excel file or prepared for printing. The corresponding symbols are located in the upper right corner.



## Practical functions

By clicking on the **double arrow** below / next to the date entry, a menu can be opened to directly display the journal for the relevant month.

It is also possible to **right-click** in the corresponding cell of the calendar to make a time correction/absence request for the selected day or to open the journal for the selected month.



The calendar view can also be exported as PDF or Excel or prepared for printing. The corresponding symbols (Print, PDF, Excel) are located in the upper right corner.