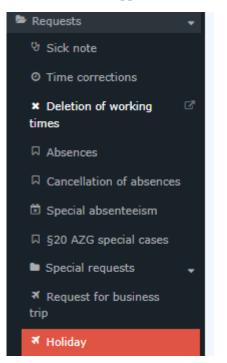
Holiday/Vacation

In principle, the application for holiday/vacation corresponds to the requests for absence¹. 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:

Holiday			
😫 Start process 🔹 🖻 Save as Draft 🔲 Show Calendar	Show Group calendar		
From-Date	27.09.2023	Here you can request your holidays. This request should be approved by your manager.	
To-Date	27.09.2023		
Absence Reason	vacation 🗸		
Comment			
Calculation of vacation consumption	•		
24.5	Current remaining vacation days		
24.5	Available vacation days		
1	Vacation days of this request		
23.5	Available Days after approval		
Start process			

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	Holiday	•
Absence type	half day	•
complete to target time		
Comment		
Calculation of entitlement and consumption		•
8	Open Holiday days actual	
8	Available Holivay days	
0.5	Holiday days of this request	
7.5	Available Holiday days after approval	

1. /daisy/personalwolke-default/5876-dsy.html?language=4