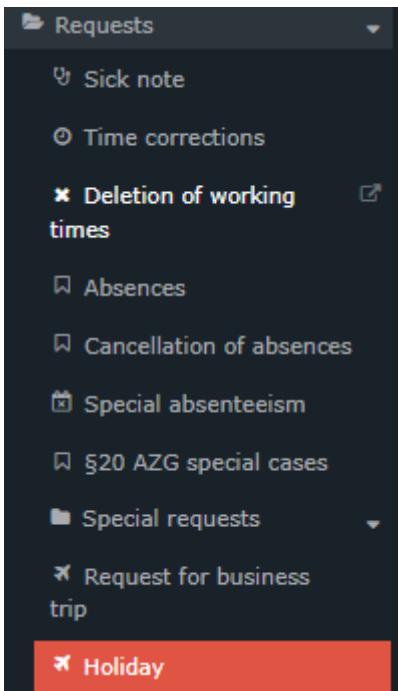


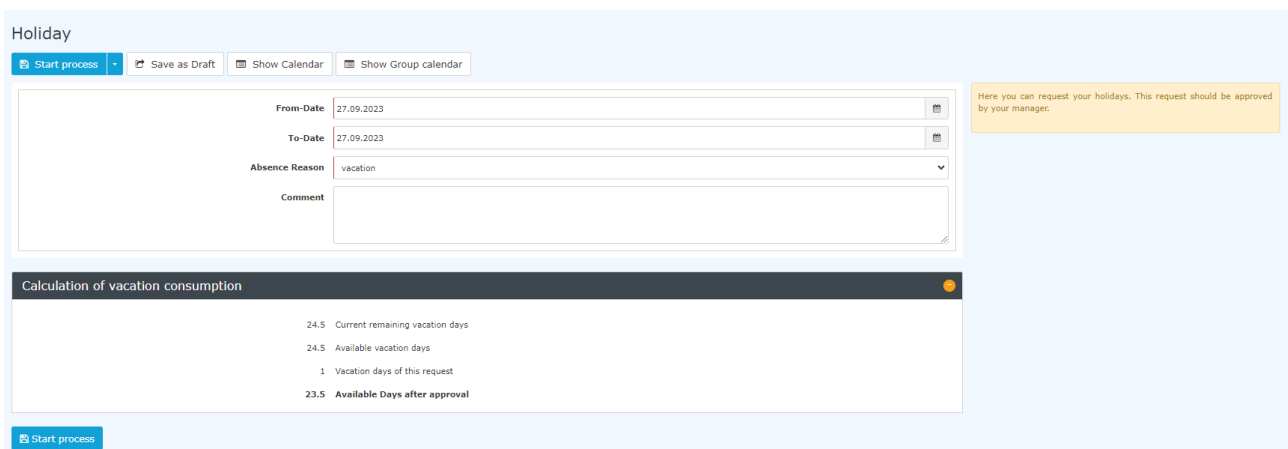
Holiday/Vacation

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 contains the following fields:

- From-Date: 27.09.2023
- To-Date: 27.09.2023
- Absence Reason: vacation (dropdown menu)
- Comment: (empty text area)

Below the form is a section titled 'Calculation of vacation consumption' 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

At the bottom left, there is a 'Start process' button. On the right side, there is a yellow notification box that says: 'Here you can request your holidays. This request should be approved by your manager.'

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