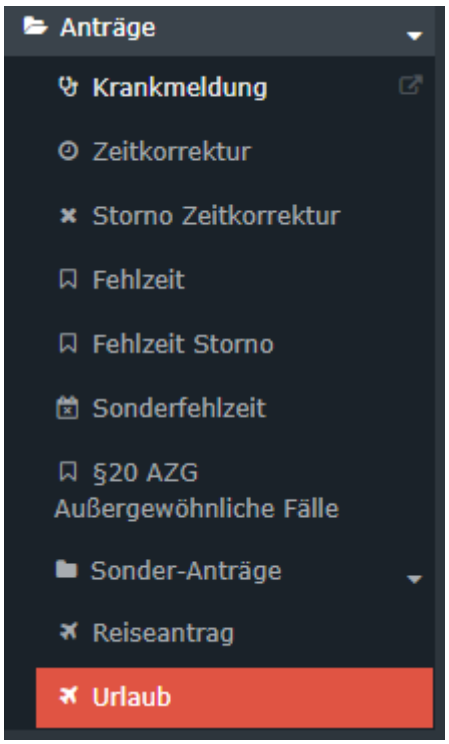
Vacation (vacation request)

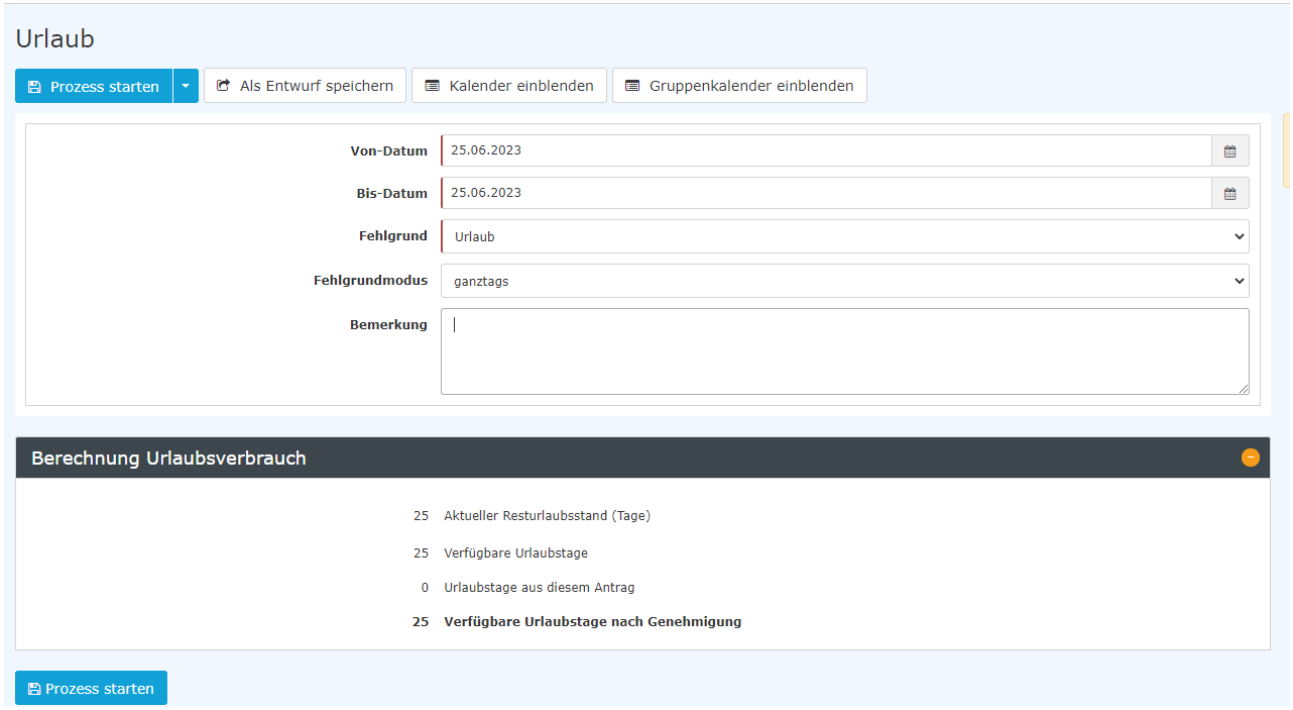
In principle, the vacation request corresponds to the absence request[1].

Since vacation requests are the most frequent absence requests, you can also submit such a request directly through a dedicated form for more convenient use.

You will find this request type at the last position in the menu:



Click it to open the request form:

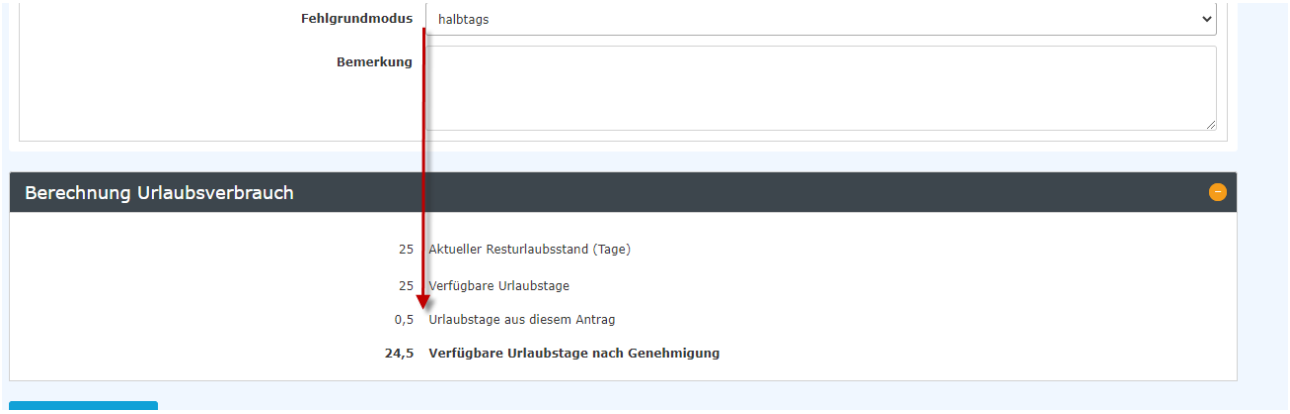


The field descriptions in the vacation request correspond to those of the absence request[2]. However, in the vacation request the absence reason "Vacation" is already preset.

Furthermore, the vacation request shows the current status of your vacation days, taking the current request into account.

In the "Absence mode" field, you can also choose between full-day and half-day vacation.

Half-day vacations are also shown as such in the allowance.



1. /daisy/webdesk-manual-admin/5876-dsy.html?language=4
2. /daisy/webdesk-manual-admin/5876-dsy.html?language=4