Special absence

NOTIZ

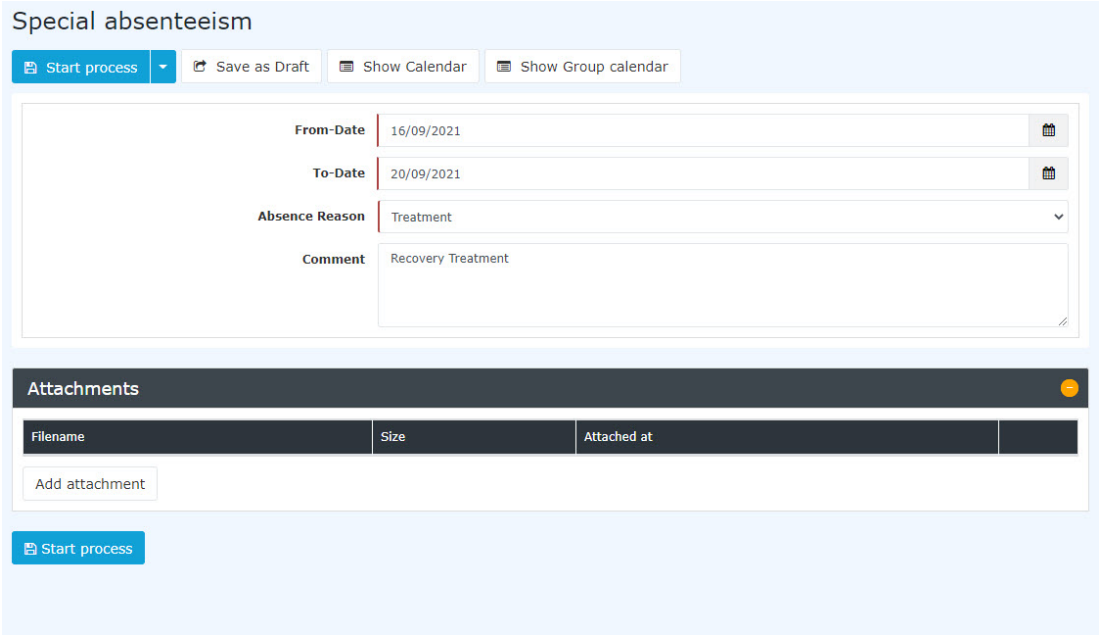
Note: This chapter describes the standard form of this function. The function you use may differ from what is described here due to a client-specific design of the process.

General

The **special absence request** is used, in consultation with the supervisor, to record special leave as provided for special occasions such as marriage, birth, bereavement, spa treatment, etc.

The following must be entered:

- **From - To date**
  Duration of the planned absence
- **Absence reason**
  Selection of the absence reason (paid special leave, spa treatment, care leave)
- **Absence mode**
  only "full day" is possible here
- **Comment**
  Entry of possible comments (possibly useful information for subsequent processors)



WARNUNG

The actual special leave entitlement in days for, e.g., marriage, bereavement, birth, change of residence, etc. depends on the applicable collective agreement or works agreement and therefore cannot be stated here as a flat figure!

For support, the user can **show their calendar**[1] to get an overview of their own annual planning.
The **group calendar**[2] can also be shown to get information about the planned absences within the department.
The calendar / group calendar can be hidden again by clicking the "**Hide calendar**" / "**Hide group calendar**" button.

After starting the process, you are forwarded to the **Open requests** overview, where you see all your own open requests sorted chronologically by the time they were created (for more information see Open requests[3]).



Approval process

Requester --> **Supervisor** for approval --> **HR department / HR manager** for approval

After the supervisor, this request is also submitted to the HR manager for approval, to check whether there is a justified entitlement to special leave and to compare the chosen duration of special leave with the limits set in the collective agreement or works agreement.

The supervisor can also be the HR manager at the same time - in this case, the request must be approved **twice**.

Felder

Name	Wert
Modul	Time & Attendance (ta)
Webdesk Actionname	Sonderfehlzeit
Artefakt-Typ	Action

1. /daisy/webdesk-manual-admin/5870-dsy.html?language=4
2. /daisy/webdesk-manual-admin/5873-dsy.html?language=4
3. /daisy/webdesk-manual-admin/5878-dsy.html?language=4