

Special absences

General

The special absences request is used, in consultation with the superior, to record special leave, for example for Marriage, birth, death, cure, and so on.

- **From - To Date**
- Duration of planned absence time
- **Reason for absence**
Selection of the reason for the error (special paid leave, cure, nursing leave)
- **Absence mode**
Here you can only select full days.
- **Comment**
Input of possible comments (possibly useful information for subsequent editors)

WARNUNG

The actual special leave entitlement in days for e.g: Marriage, death, birth, change of residence, etc. depends on the respective collective agreement and cannot be fixed as a general sum!

As support, the user can **show his calendar** to get an overview of his own annual planning. Furthermore, the **group calendar** can also be displayed, which provides an overview of the planned absences within the department.

The calendar / group calendar can be hidden again by clicking on the button "**Hide calendar**" / "**Hide group calendar**".

After starting the process, you will be forwarded to the **Open Requests** overview where you can see all your open applications sorted chronologically by the time they were created (for more information, see Open Requests). [Offene Anträge¹](#).

Approval process

Applicant --> *Manager* for Approval --> **Human Resources Department / Manager** for Approval

This request is also submitted to the human resources manager for approval after the supervisor 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.

The supervisor can also be the human resources manager at the same time - in this case, the application must be approved twice.

Felder

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

1. <https://personalwolke.at/daisy/personalwolke-default/5891-dsy/g3/5878-dsy.html>