

# Special absence time

## General

The **special absence time** request is used, in consultation with the superior, to record special leave, for example for marriage, birth, death, cure, etc.

- **From - To Date**  
Duration of planned absence time
- **Absence reason**  
Selection of the reason for the error (special paid leave, treatment, care leave)
- **Comment**  
Enter possible comments (possibly useful information for subsequent editors)

### Special absenteeism

|                |                    |   |
|----------------|--------------------|---|
| From-Date      | 16/09/2021         | <input type="button" value="Calendar"/> |
| To-Date        | 20/09/2021         | <input type="button" value="Calendar"/> |
| Absence Reason | Treatment          | <input type="button" value="Dropdown"/> |
| Comment        | Recovery Treatment |   |

#### Attachments

| Filename                                      | Size | Attached at |
|---|------|-------------|
| <input type="button" value="Add attachment"/> |      |             |

#### 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 **Uncompleted Requests**<sup>1</sup> overview where you can see all your open applications sorted chronologically by the time they were created.

| Date of application        | Author of Process                     | Performers  | Details   | Progress        | Action(s)   |
|----------------------------|---------------------------------------|-------------|---|-----------------|---|
| May 20, 2021<br>2:59:27 PM | Rosso Cloudia<br>(000210342, PP-AGB1) | Renner Rudi | • Sonderfehlzeit<br>Absenceentry<br>Treatment: fullday<br>Sep 16, 2021 - Sep 20, 2021<br>Comment: Recovery Treatment<br><a href="#">Details</a> | ☆ Rosso Cloudia | <input type="checkbox"/> Delete<br><input type="button" value="Print"/> |

## Approval process

*Applicant (Requestor)* --> *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. </daisy/webdesk-manual-admin/5878-dsy.html?language=4>