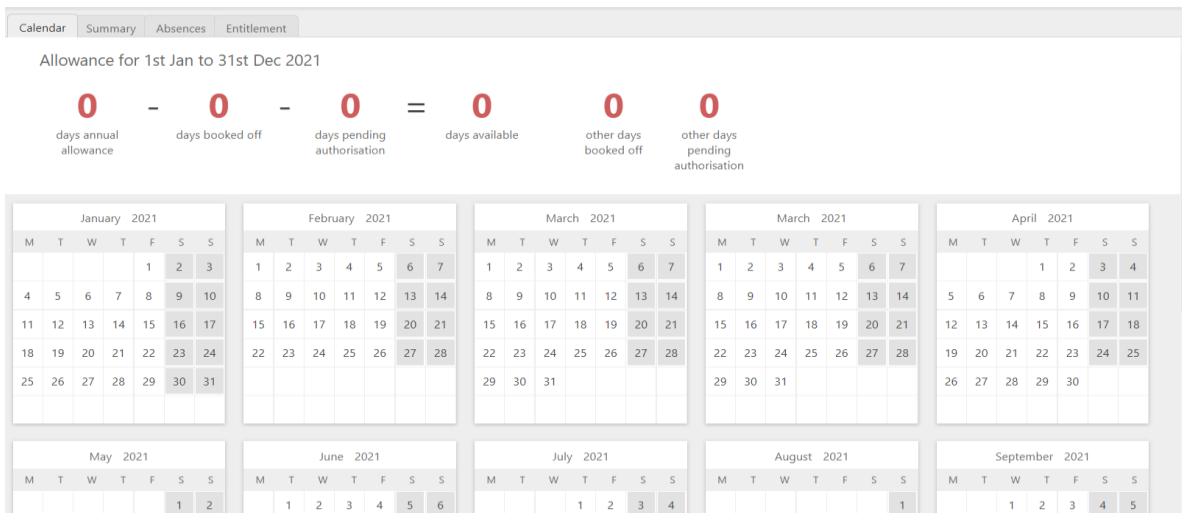


Absence

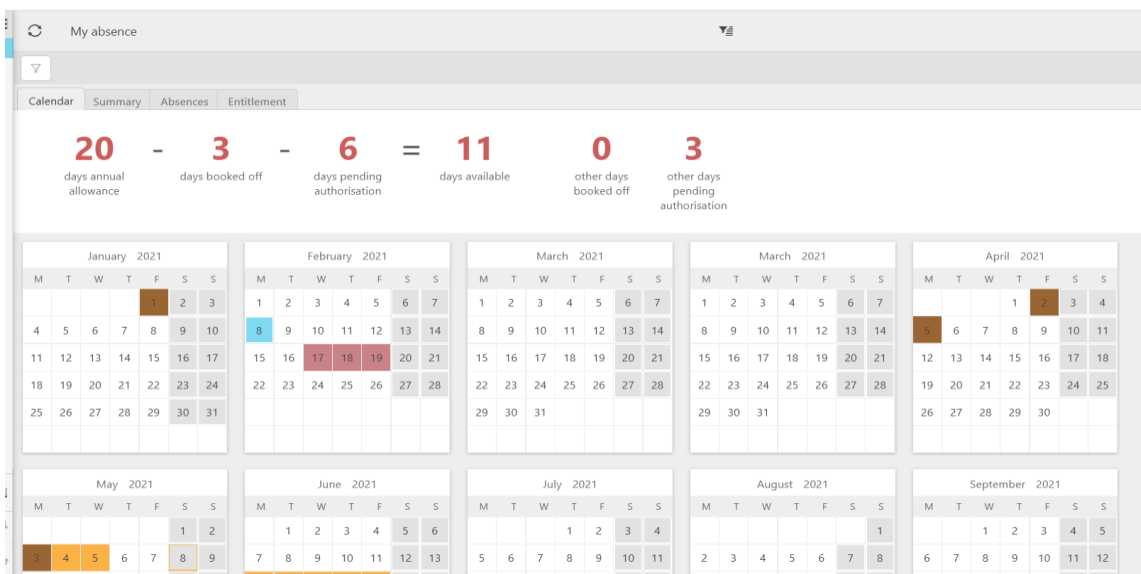
1. Go to MY.
2. Select ABSENCE to create a new absence request.



3. Calendar: This captures and marks both days booked off and days available. It also highlights days pending authorisation.



- Below is a typical example and track absence record showing available entitlement.



4. Summary: This summarises the absences record within a period

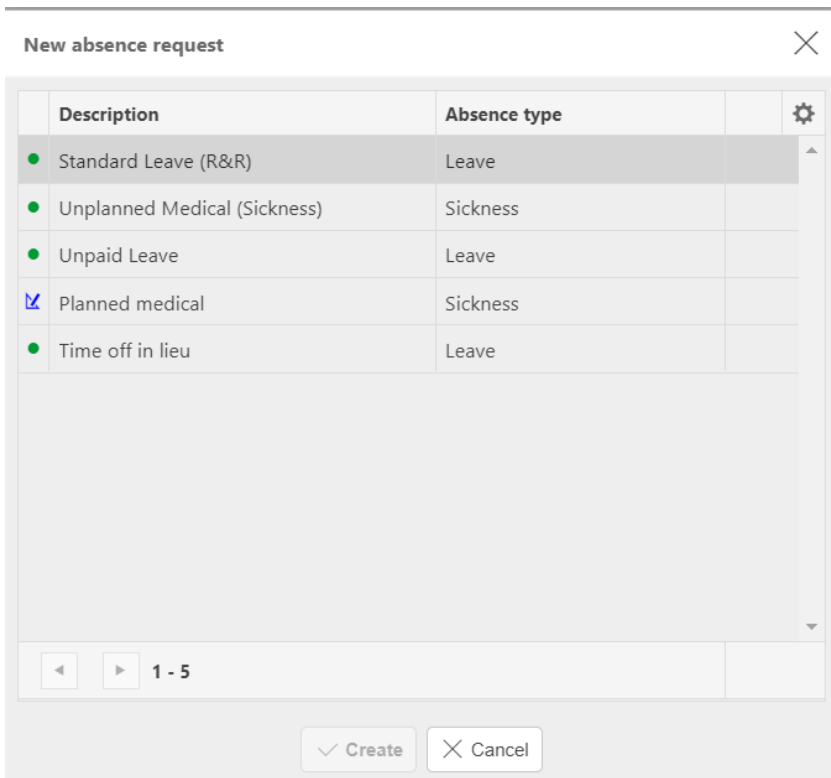


The screenshot shows a web interface titled "My absence" with a navigation bar containing "Calendar", "Summary", "Absences", and "Entitlement". Below the navigation bar is a "Show closed" link. The main content is a table with the following data:

Absence period	Entitlement	Taken	Pending	Remaining	Other entitlement	Other taken	Other pending
2021 UK	20.00	3.00	6.00	17.00	0.00	0.00	3.00

5. Entitlement: This section allows to input holiday entitlement available to resource.

6. Absence: Select and use the appropriate option to describe absence type (as shown below)



The screenshot shows a "New absence request" dialog box with a table of absence types. The table has two columns: "Description" and "Absence type". The "Planned medical" row is selected with a blue checkmark.

Description	Absence type
<input type="radio"/> Standard Leave (R&R)	Leave
<input type="radio"/> Unplanned Medical (Sickness)	Sickness
<input type="radio"/> Unpaid Leave	Leave
<input checked="" type="radio"/> Planned medical	Sickness
<input type="radio"/> Time off in lieu	Leave

At the bottom of the dialog, there are navigation arrows, a page indicator "1 - 5", and two buttons: "Create" and "Cancel".

7. Enter the absence details – date and reason.

Absence requests | Create new absence request | Draft

✓ Create as draft | ✓ Submit | ✕ Discard

#: [] Requested: 24/05/2021 11:57

Resource: General User

Type: Planned medical

Date from: 03/05/2021 to: 05/05/2021 No days: 3.00

Reason: Hay Fever

8. Then click submit.