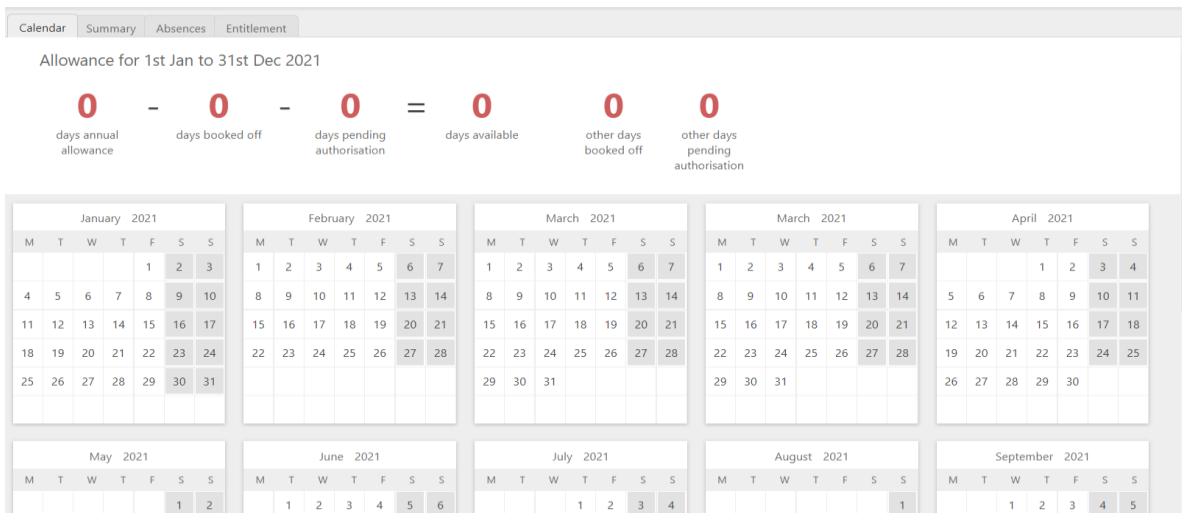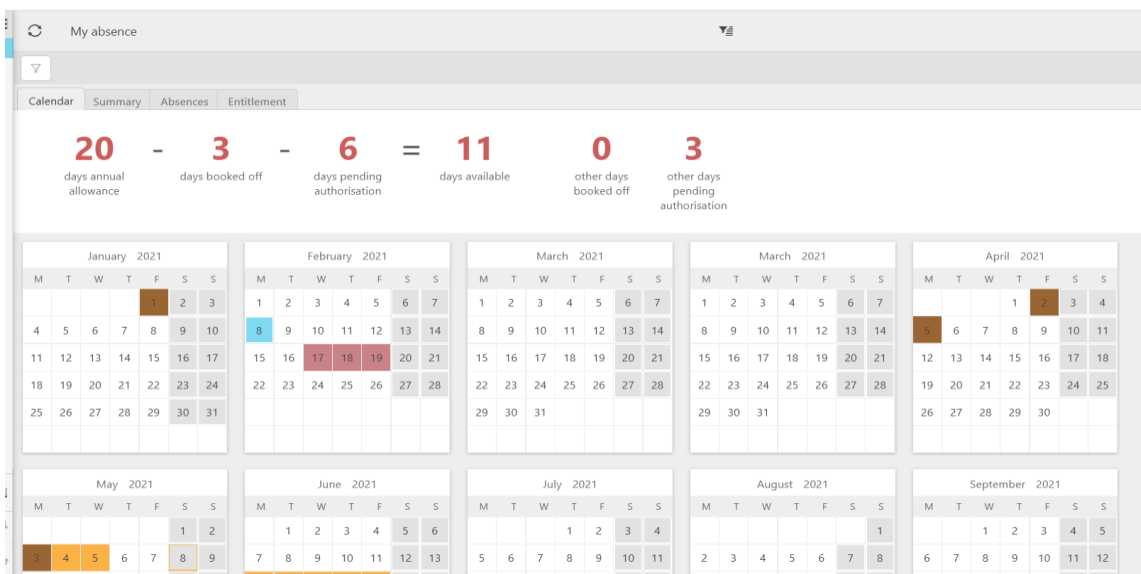# Absence

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.

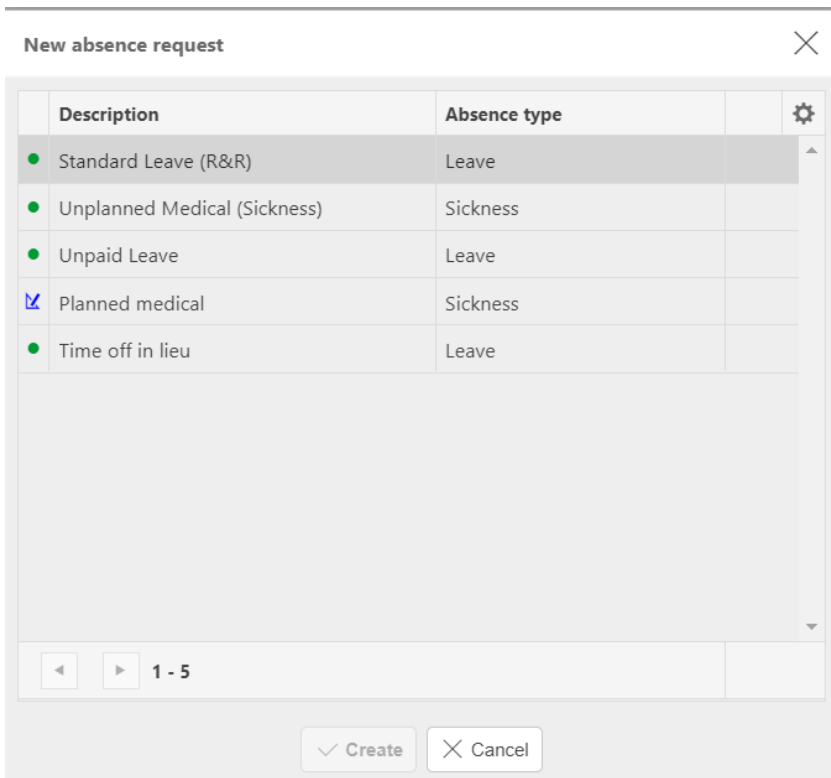4. Summary: This summarises the absences record within a period

5. Entitlement: This section allows to input holiday entitlement available to resource.
6. Absence: Select ⊕ Absence and use the appropriate option to describe absence type (as shown below)

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.