

Record of absences

This module is available to premium users, and it is designed to help keep record of employee absences (vacation days and sick leave). This module makes the entire process of applying for and granting leave - fully automated. This way of keeping record provides a centralized and quick calendar overview of absences per employee. The image below shows the page accessed via the **Time Off** link in the main menu. The page has the following important elements:

The screenshot displays the 'Record of absences' interface for September 2021. The main area is a calendar grid showing absences for various employees. The calendar is color-coded: yellow for requested absences and red for confirmed absences. The sidebar on the right contains several sections: a legend for 'Vacation' and 'Sick Days', an 'Employee Request' section showing 2 requests, a 'View employee's timeoff' section with a list of employees and a '3' marker, a 'Request Employee Time-off' section with a dropdown menu and a '4' marker, and a 'Remaining Time-off Days (Pending)' section with input fields for 'Vacation' and 'Sick day'.

- 1** The main part of the page is a **calendar** that makes it easier to view the submitted **requests for leave**. Namely, every employee can submit a request for leave (sick leave or vacation days). The administrator or assistant grants the leave by clicking on the ribbon in the calendar that represents the request, and possibly adjusts the number of days that will be deducted from the available ones for that employee (weekends are not counted). The administrator or assistant can also create a leave of absence for employees without request. In that case, the absence automatically has the approved status.
- 2** Number two shows all unresolved requests for leave - **Employee request**
- 3** In the picture, marked under number 3, you can **filter through the approved absences** that will be displayed in the calendar. The idea is, for example, to include people working in the same position, to make it easier to check if their absences will be overlapping.
- 4** **Request Employee Time Off** - this link is used by the administrator or assistant to enter absences directly, without employee requests. This way, the HR service has the opportunity to keep records of absences granted by another channel of communication (e.g. verbal, face-to-face request)