

Overview of absence and registration in mTIME

Absence due to:	Handled as follows:	What you do in mTIME:
Doctor, dentist, and other authorised treatment appointments	If it is not possible to schedule the appointment outside working hours, the flex balance is to be credited with the actual time spent.	Doctor/ dentist etc.
Child's first/second day of sickness	Leave with pay by agreement with manager, maximum 2 working days.	Child's first sick day Child's second sick day
Care day	Leave with pay by agreement with manager, maximum 2 working days per year per child until the child turns seven.	Care days
Accompanying children to doctor/dentist	If it is not possible to schedule the appointment outside normal working hours, the flex balance is credited with the actual time spent.	Doctor/ dentist etc.
Blood donation	Blood donors may take time off without pay deduction in connection with blood donation. Donors are encouraged to use the mobile blood bank where possible. The flex balance is credited with the actual time spent, including transport.	Agreed absence with pay
Courses, seminars, conferences	Counted as working time including time spent on the professional programme, normal breaks, and travel time beyond normal daily commuting.	Registered as working time
Meetings outside the university and business travel in Denmark and abroad	The flex balance is credited with the working time according to the meeting/travel programme and transport time. However, travel time may be counted for a maximum of 13 hours per day.	Registered as working time

Absence due to:	Handled as follows:	What you do in mTIME:
Serious illness and death in the immediate family	The flex balance may be credited with the actual time spent if leave has been granted in connection with serious illness, death or funeral of spouse/partner, siblings, children, parents, parents-in-law, children-in-law or grandparents.	Agreed absence with pay
Wedding, silver and golden wedding anniversary	The flex balance may be credited with the actual time spent (maximum 1 working day) if leave has been granted in connection with own, children's or siblings' wedding, and own or parents' silver or golden wedding anniversary.	Agreed absence with pay
Moving house	The flex balance may be credited with the actual time spent (maximum 1 working day) if leave has been granted in connection with own move.	Agreed absence with pay
Illness	The flex balance is credited with the employee's normal working hours, maximum 7.4 hours per day.	Illness Illness covered by § 56 Occupational injury
Vacation and special vacation days	Vacation is transferred from HCM and registered with the employee's daily standard working hours, maximum 7.4 hours per day	Vacation Holiday allowance card Special vacation days
Examination in connection with agreed education	Leave with pay for one day by agreement with manager, if the examination is on a working day.	Agreed absence with pay
Anniversary – 25, 40 or 50 years of service in the state	1 day; the employee's normal working hours, maximum 7.4 hours per day, to be agreed with manager.	Agreed absence with pay

Absence due to:	Handled as follows:	What you do in mTIME:
Civic duty	Follows the rules in the executive order on civic duties; leave may be with or without pay depending on the duty.	Agreed absence with pay Agreed absence without pay
Annual celebration	SDU holds its annual celebration on the last Friday of October and the institution closes at 12:00.	The system indicates closure from 12:00
Senior day	The flex balance is credited with the employee's normal working hours, maximum 7.4 hours per day. Entitlement to senior days requires an agreement between manager and employee in accordance with the applicable rules. See more here .	Senior days