

View my vacation – Vacation Days

This guide shows you how to view your vacation days



SDU

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Good afternoon, [redacted]

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Select 'Time and Absences'


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The screenshot shows a mobile application interface for SDU HR services. At the top, there is a navigation bar with the SDU logo and a hamburger menu icon on the left, and search, home, and notification icons on the right. Below this is a dark header with a back arrow and the text 'Time and Absences'. The main content area features a large grey circle with a blurred image, and a green callout bubble pointing to it with the text 'Select 'Absence Balance''. Below this are four white cards with blue icons and text:

- Add Absence**: Request an absence and submit for approval
- Absence Balance**: Review current plan balances and absences taken or requested
- Existing Absences**: View, change or withdraw existing absence requests
- Calendar**: View your shifts, absences, and public holidays.



SDU 

Absence Balance Actions

Plan Balances

Select 'Vacation Days (Almindelige feriedage)'

Balance As-of Date: Current date

Special Vacation	4,62 Days
Special Vacation Earning	2,52 Days
Special Vacation Storage	0 Days
Vacation Days (Almindelige feriedage)	20,8 Days

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The screenshot shows the 'Plan Balance' page in the SDU HR system. The page title is 'Plan Balance' and the plan is 'Vacation Days (Almindelige feriedage)'. The balance as of 01-07-2021 is 20,8 Days. The page is divided into sections: Summary, Accruals, Total Balance, and Details. Annotations highlight key features: a calendar icon for selecting a date, a summary arrow, and the accruals and total balance values.

Plan: Vacation Days (Almindelige feriedage)

*Balance As-of Date: 01-07-2021

Plan Balance: 20,8 Days

Summary

Amounts in Days

Plan Term: 01-09-2020 - 31-08-2021

Accruals	20,8
Total Balance	20,8

Details

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Plan Balance

Summary

Amounts in Days

Plan Term	01-09-2020 - 31-08-2021
Accruals	20,8
Total Balance	20,8

Details

Amounts in Days

All

30-06-2021 Periodic accrual	2,08
31-05-2021 Periodic accrual	2,08
30-04-2021 Periodic accrual	2,08
31-03-2021 Periodic accrual	2,08
01-03-2021 Initial balance	12,48

Please note that the vacation period is 1 September - 31 August. You accrue 2.08 vacation days per month

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