

# View my vacation – Special Vacation

This guide shows you how to view special vacation days



SDU

Search

Good afternoon, [blurred]

Me Tools Others

QUICK ACTIONS

APPS

Personal Details

Document Records

Identification Info

Contact Info

Family and Emergency Contacts

Directory

Onboarding

Checklist Tasks

Time and Absences

Personal Information

Current Jobs

Roles and Delegations

Show More

Things to Finish

Assigned to Me

0

# View my vacation – Special Vacation



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Time and Absences

Select 'Absence Balance'

- 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.

# View my vacation – Special Vacation



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Absence Balance Actions

Plan Balances Select 'Special Vacation'

Balance As-of Date: Current date

Special Vacation	4,62 Days
Special Vacation Earning	2,1 Days
Special Vacation Storage	0 Days
Vacation Days (Almindelige feriedage)	18,72 Days

# View my vacation – Special Vacation



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Plan Balance

Plan Special Vacation

Balance As-of Date 01-07-2021

Click 'the calendar' to change the date and view the balance for another given date

Here you see the balance as of today's date for special vacation days Plan Balance 4,62 Days

### Summary

Amounts in Days

Plan Term	01-05-2021 - 30-04-2022
Accruals	4,62
Total Balance	4,62

Here you see the period for special vacation days

### Details

Please note that you accrue 5 days during the plan term 1 January - 31 December to be taken 1 May - 30 April the following year