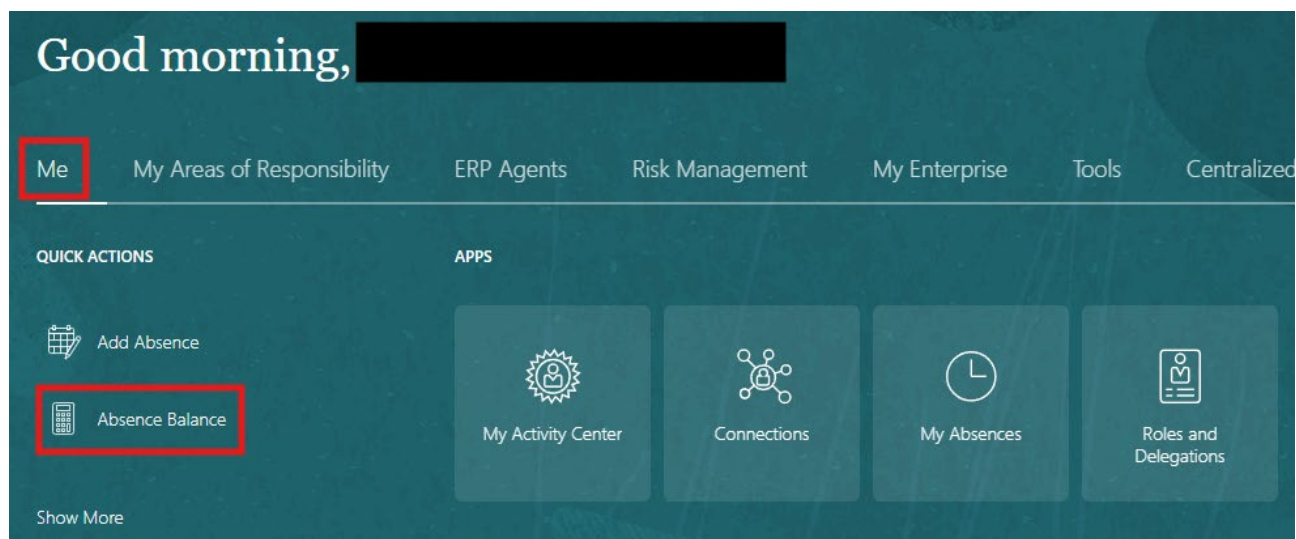


## View and calculate absence balances in HCM

Log in to HCM: <https://hcm.sdu.dk>

Select the **Me** tab, then click **Absence balance**.



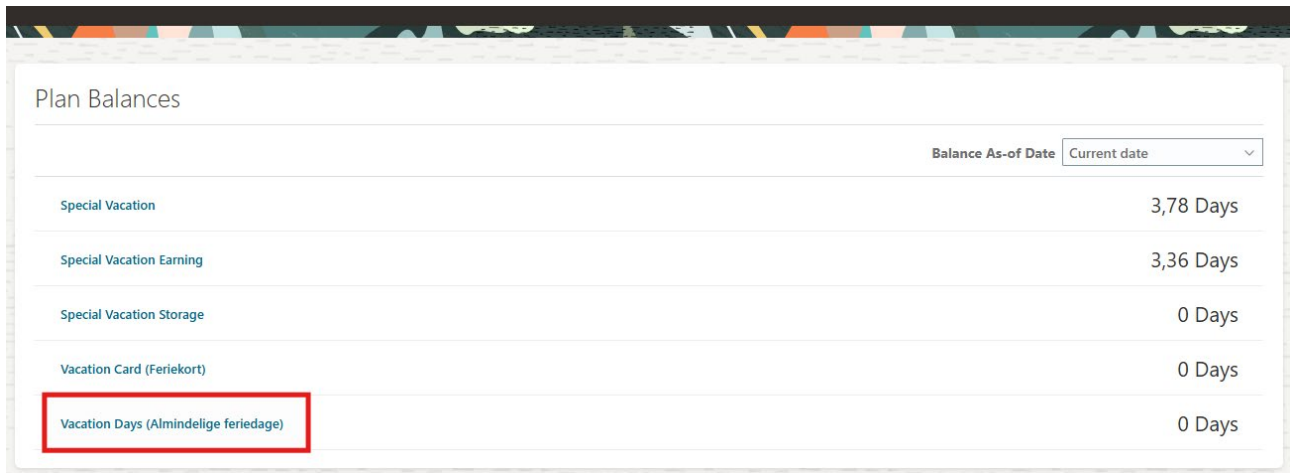
You will now see an overview of your balances for the absence plans assigned to you as of today.

You can use the absence balance to check whether holiday and special holiday days have been registered correctly.

The screenshot shows a table titled "Plan Balances". At the top right of the table, there is a dropdown menu labeled "Balance As-of Date" with "Current date" selected. The table lists five absence plans and their corresponding balances in days.

| Plan                                  | Balance   |
|---------------------------------------|-----------|
| Special Vacation                      | 3,78 Days |
| Special Vacation Earning              | 3,36 Days |
| Special Vacation Storage              | 0 Days    |
| Vacation Card (Feriekort)             | 0 Days    |
| Vacation Days (Almindelige feriedage) | 0 Days    |

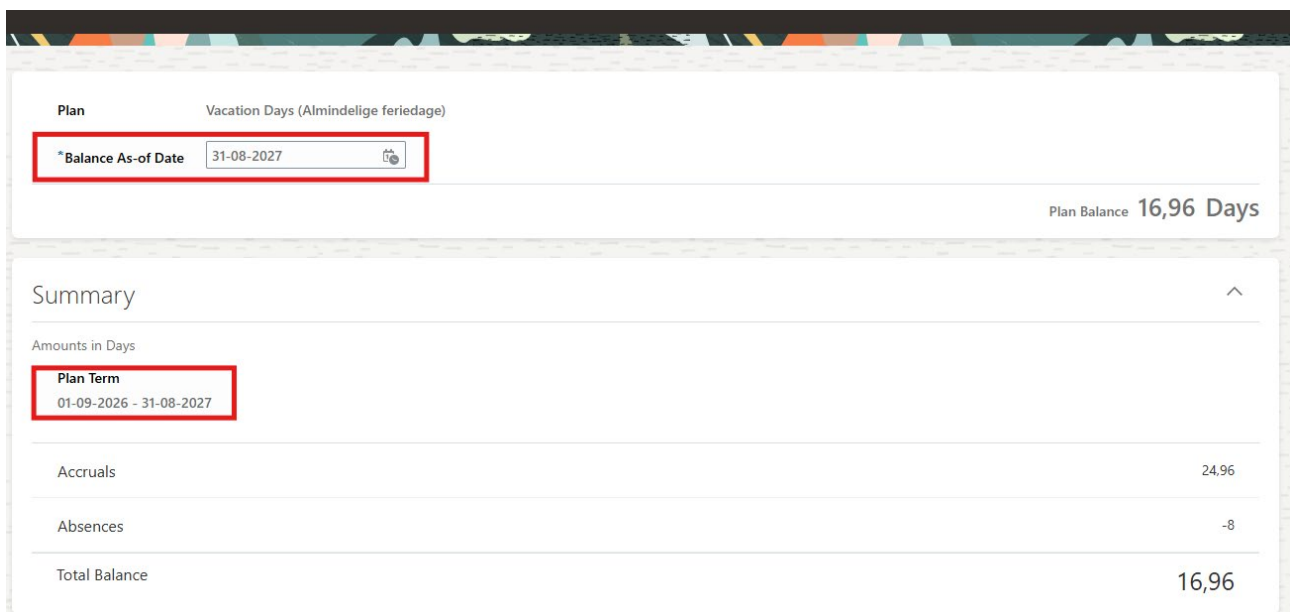
**Holiday days:** Click the **Holiday days** link.



| Plan Balances                                |                                              |
|----------------------------------------------|----------------------------------------------|
|                                              | Balance As-of Date <span>Current date</span> |
| Special Vacation                             | 3,78 Days                                    |
| Special Vacation Earning                     | 3,36 Days                                    |
| Special Vacation Storage                     | 0 Days                                       |
| Vacation Card (Feriekort)                    | 0 Days                                       |
| <b>Vacation Days (Almindelige feriedage)</b> | 0 Days                                       |

The **Holiday days** plan follows the holiday year, which runs from 1 September to 31 August of the following year.

To view the balance for the holiday year, select 31/08/yyyy in the **Balance as of** field.



| Plan                                  |            |
|---------------------------------------|------------|
| Vacation Days (Almindelige feriedage) |            |
| * Balance As-of Date                  | 31-08-2027 |
| Plan Balance <b>16,96 Days</b>        |            |

| Summary         |                         |
|-----------------|-------------------------|
| Amounts in Days |                         |
| Plan Term       | 01-09-2026 - 31-08-2027 |
| Accruals        | 24,96                   |
| Absences        | -8                      |
| Total Balance   | 16,96                   |

You will now see an overview for the period. Under **Absence**, you can see the registered absence up to 31/08/yyyy, and under **Total balance**, you can see the balance as of 31/08/yyyy.

Plan Vacation Days (Almindelige feriedage)

\* Balance As-of Date 31-08-2027

Plan Balance 16,96 Days

Summary

Amounts in Days

Plan Term  
01-09-2026 - 31-08-2027

|               |       |
|---------------|-------|
| Accruals      | 24,96 |
| Absences      | -8    |
| Total Balance | 16,96 |

To check whether you have used or planned all holiday days from the previous holiday year, also check the balance as of 31/12/yyyy.

Plan Vacation Days (Almindelige feriedage)

\* Balance As-of Date 31-12-2026

Plan Balance 0,32 Days

Summary

Amounts in Days

Plan Term  
01-09-2026 - 31-08-2027

|               |      |
|---------------|------|
| Accruals      | 8,32 |
| Absences      | -8   |
| Total Balance | 0,32 |

Generally the balance as of 31 December should be 8.32 days or lower. The figure 8.32 corresponds to the holiday accrued from 1 September to 31 December in the new holiday year. If the balance is higher than 8.32, you still need to plan the difference before 31 December. For example, if the balance is 10.32, you still need to plan 2 holiday days. If the balance is lower than 8.32, you have typically already planned holiday in the autumn that uses days from the new holiday year.

To see which days are included in the balance, open the details for the relevant line. Here, you can see the individual registered holiday and absence days.

| Summary                                     |  |  | ^    |
|---------------------------------------------|--|--|------|
| Amounts in Days                             |  |  |      |
| <b>Plan Term</b><br>01-09-2026 - 31-08-2027 |  |  |      |
| Accruals                                    |  |  | 8,32 |
| Absences                                    |  |  | -8   |
| Total Balance                               |  |  | 0,32 |

| Details         |                  |      | ^         |
|-----------------|------------------|------|-----------|
| Amounts in Days |                  |      |           |
| All             |                  |      |           |
| 31-12-2026      | Periodic accrual | 2,08 | Projected |
| 30-11-2026      | Periodic accrual | 2,08 | Projected |
| 31-10-2026      | Periodic accrual | 2,08 | Projected |
| 06-10-2026      | Absence          | -1   |           |
| 05-10-2026      | Absence          | -1   |           |

Load More Items 1-5 of 12 items

**Special holiday days**: Click the **Special holiday days** link.

|                                                             |           |
|-------------------------------------------------------------|-----------|
| Plan Balances                                               |           |
| Balance As-of Date <span>Current date</span> <span>▼</span> |           |
| Special Vacation                                            | 3,78 Days |
| Special Vacation Earning                                    | 3,36 Days |
| Special Vacation Storage                                    | 0 Days    |
| Vacation Card (Feriekort)                                   | 0 Days    |
| Vacation Days (Almindelige feriedage)                       | 0 Days    |

The **Special holiday days** plan follows the usage period, which runs from 1 May to 30 April of the following year.

To check whether all special holiday days have been registered for the period, select 30/04/yyyy in the **Balance as of** field.

|                      |                                                                                                |
|----------------------|------------------------------------------------------------------------------------------------|
| Plan                 | Special Vacation                                                                               |
| * Balance As-of Date | 30-04-2027  |
| Plan Balance 0 Days  |                                                                                                |

Summary ^

Amounts in Days

|               |                         |
|---------------|-------------------------|
| Plan Term     | 01-05-2026 - 30-04-2027 |
| Absences      | -3,78                   |
| Total Balance | 0                       |

You will now see an overview for the period. Under **Absence**, you can see the registered absence up to 30/04/yyyy, and under **Total balance**, you can see the balance as of 30/04/yyyy.