

View and request Children care day in HCM

Care days are granted to employees who have children up to the age of 8. You are entitled to two care days per year per child. The person in this guide has two children under the age of 8 and therefore has four care days available in the calendar year.

You can view your available care days in HCM:

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

Select the **Me** tab and click **Absence Balance**

The screenshot shows the HCM interface. At the top, there is a greeting 'Good morning, [redacted]' and a navigation bar with tabs: 'Me' (highlighted with a red box), 'My Areas of Responsibility', 'ERP Agents', 'Risk Management', 'My Enterprise', 'Tools', and 'Centralized'. Below the navigation bar, there are two sections: 'QUICK ACTIONS' and 'APPS'. In the 'QUICK ACTIONS' section, there is a button labeled 'Absence Balance' (highlighted with a red box). In the 'APPS' section, there are four buttons: 'My Activity Center', 'Connections', 'My Absences', and 'Roles and Delegations'. Below the 'Absence Balance' button, there is a 'Show More' link.

The 'Absence Balance' section is shown below the main interface. It has a title 'Absence Balance' and a subtitle '[redacted]'. Below the subtitle, there is a table titled 'Plan Balances'. The table has a header 'Balance As-of Date' with a dropdown menu set to 'Current date'. The table lists the following plans and their balances:

Plan	Balance
Childrens care day absence plan	4 Days
Special Vacation	5 Days
Special Vacation Earning	3,36 Days
Special Vacation Storage	0 Days
Vacation Days (Almindelige feriedage)	1 Days

Select **Children care day**

The balance is shown as of today's date. Click the calendar to view your care days as of another date.

Planned balance shows how many days you have available.

The screenshot displays the HCM interface for the 'Children's care day absence plan'. At the top, the plan name is shown. Below it, the 'Balance As-of Date' is set to '09-09-2026', with a calendar icon to its right. On the right side, the 'Plan Balance' is indicated as '4 Days'. Below this, a 'Summary' section is visible, followed by a table of 'Amounts in Days'.

Amounts in Days	
Plan Term 01-01-2026 - 31-12-2026	
Accruals	4
Total Balance	4

You can request to take your Children care days in HCM:

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

Select the **Me** tab and click **Add Absence**

The screenshot shows the HCM dashboard with a dark teal background. At the top, a greeting 'Good morning,' is followed by a redacted name. Below this is a navigation bar with several tabs: 'Me', 'My Areas of Responsibility', 'ERP Agents', 'Risk Management', 'My Enterprise', 'Tools', and 'Centralized'. The 'Me' tab is highlighted with a red box. Below the navigation bar, there are two sections: 'QUICK ACTIONS' and 'APPS'. In the 'QUICK ACTIONS' section, the 'Add Absence' button, represented by a calendar icon, is highlighted with a red box. Other buttons in this section include 'Absence Balance'. The 'APPS' section contains four larger buttons: 'My Activity Center', 'Connections', 'My Absences', and 'Roles and Delegations'. A 'Show More' link is located at the bottom left of the dashboard.

Select **Children are day**

*Type

*Business Title

When

*Start Date and Time

*End Date and Time

Absence Duration 0 Days

Projected Balance Calculate

Select the start and end date. A full day is 8:00–15:24.

Click **Calculate** before submitting the registration. This shows the expected balance after the selected holiday or absence period.

When

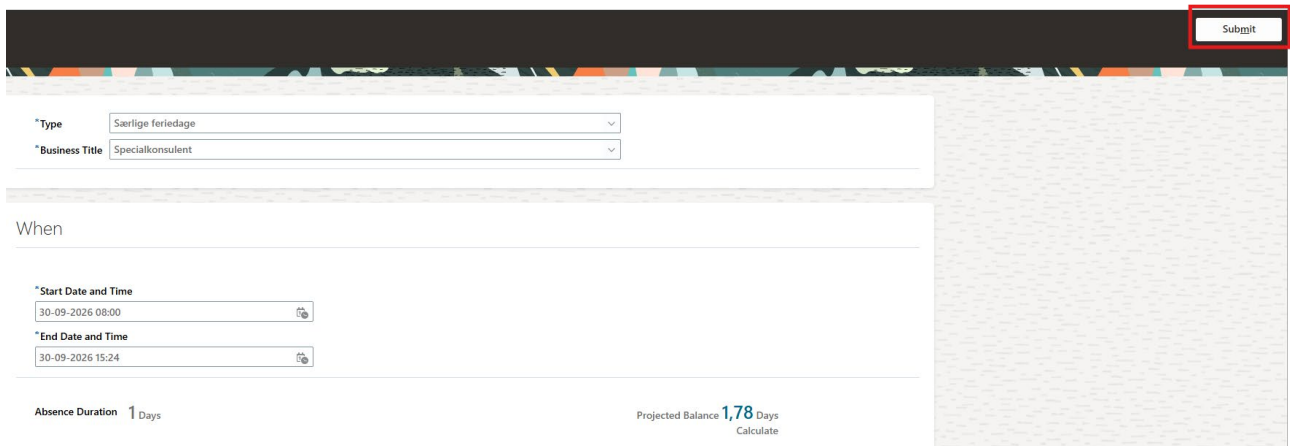
*Start Date and Time

*End Date and Time

Absence Duration 1 Days

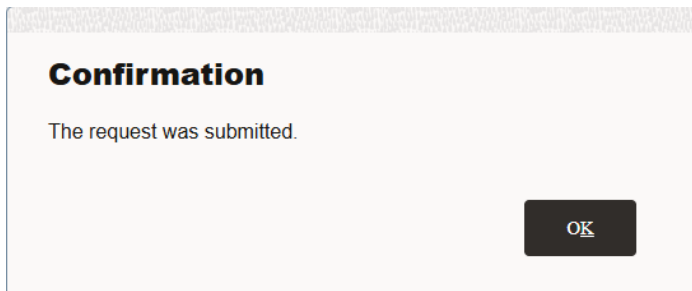
Projected Balance **Calculate**

When the information is correct, click **Submit**.



The screenshot shows a web form for submitting an absence request. At the top right, there is a red-bordered button labeled "Submit". Below it, the form has two dropdown menus: "*Type" with the selected value "Særlige feriedage" and "*Business Title" with the selected value "Specialkonsulent". A section titled "When" contains two date and time pickers: "*Start Date and Time" set to "30-09-2026 08:00" and "*End Date and Time" set to "30-09-2026 15:24". At the bottom left, it shows "Absence Duration 1 Days". At the bottom right, it displays "Projected Balance 1,78 Days" with a "Calculate" link below it.

You will now see a submission confirmation. Click **OK**.



The screenshot shows a confirmation message box. It has a title "Confirmation" in bold. Below the title, it says "The request was submitted." At the bottom right of the box is a dark button with the text "OK".

Your immediate manager will receive an informational notification about your absence registration.

Your absence administrator will receive a notification about the added absence and will either approve or reject the request.

You will then receive a notification by email.