

Workflow description:

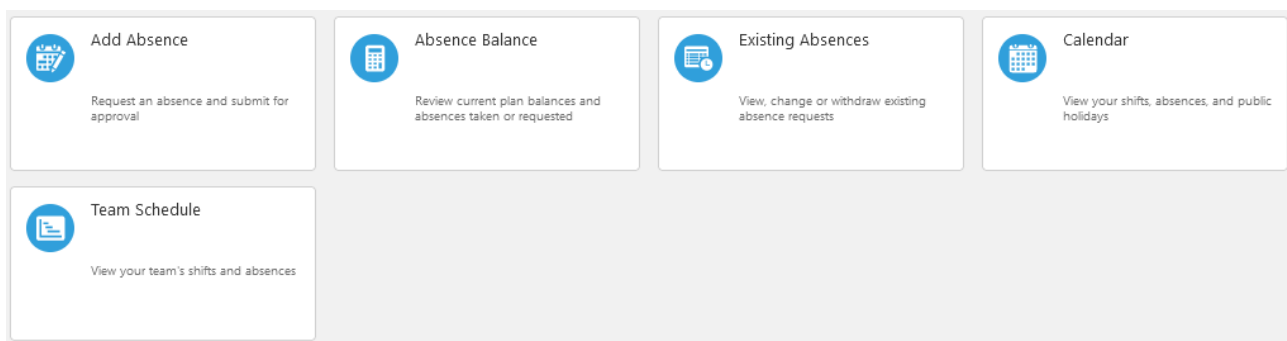
Change approved leave request (incl. special holidays)

This guide shows you how to change your requested leave and submit it for approval.

Target group

- Employees who change their leave and holiday requests

When changing your leave, go to *Time and Absences* and select *Existing Absences*.



Click the pencil icon on the right-hand side, next to the leave period you want to change.

The example below only shows annual leave. If you have any special holidays, these will also be displayed here. You may have to click *Load more items* to display everything.

Absences	
<input type="text" value="Last 6 months"/>	<input type="text" value="Search by type or status"/>
	Sort By <input type="text" value="Date"/>
Særlige feriedage: 2 Days 26-03-2024 - 27-03-2024 	Scheduled
Særlige feriedage: 3 Days 27-12-2023 - 29-12-2023 	Scheduled
Ferie: 5 Days 16-10-2023 - 20-10-2023 	Scheduled
Almindelig sygdom: 2 Calendar Days 05-09-2023 - 06-09-2023 	Completed
Ferie: 15 Days 17-07-2023 - 04-08-2023 	Completed
Load More Items 1-5 of 10 items	

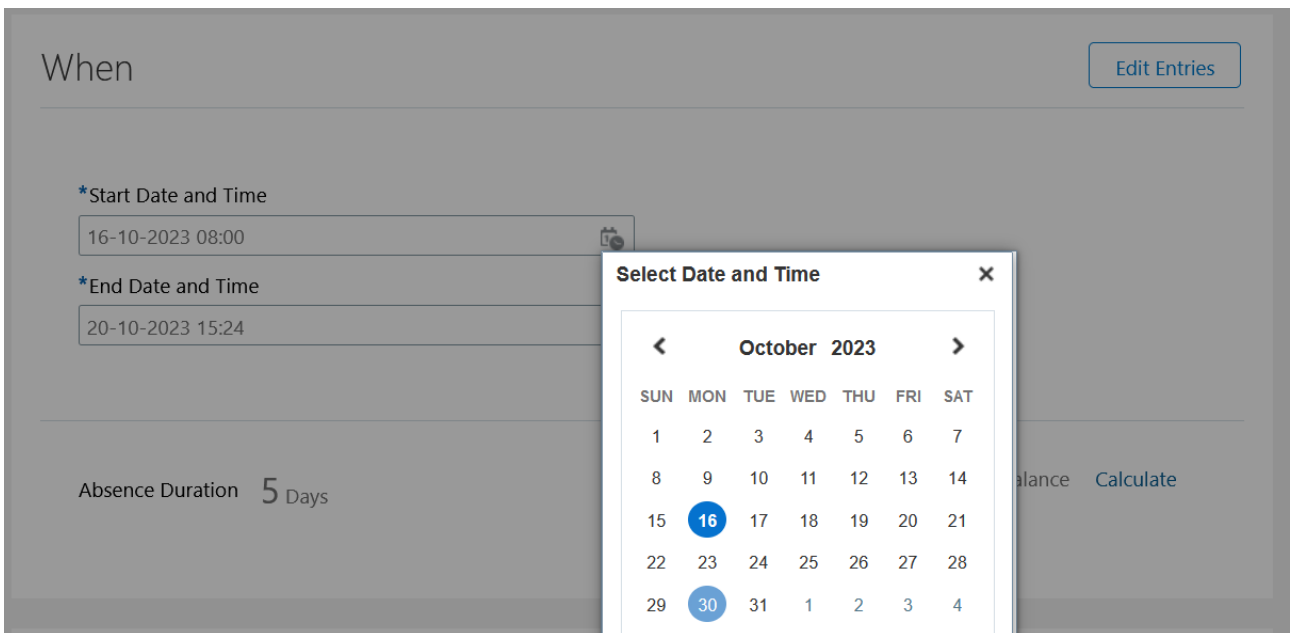
You now have two options:

1. Changing the start and end date for taking leave
2. Changing a holiday in the middle of your holiday period

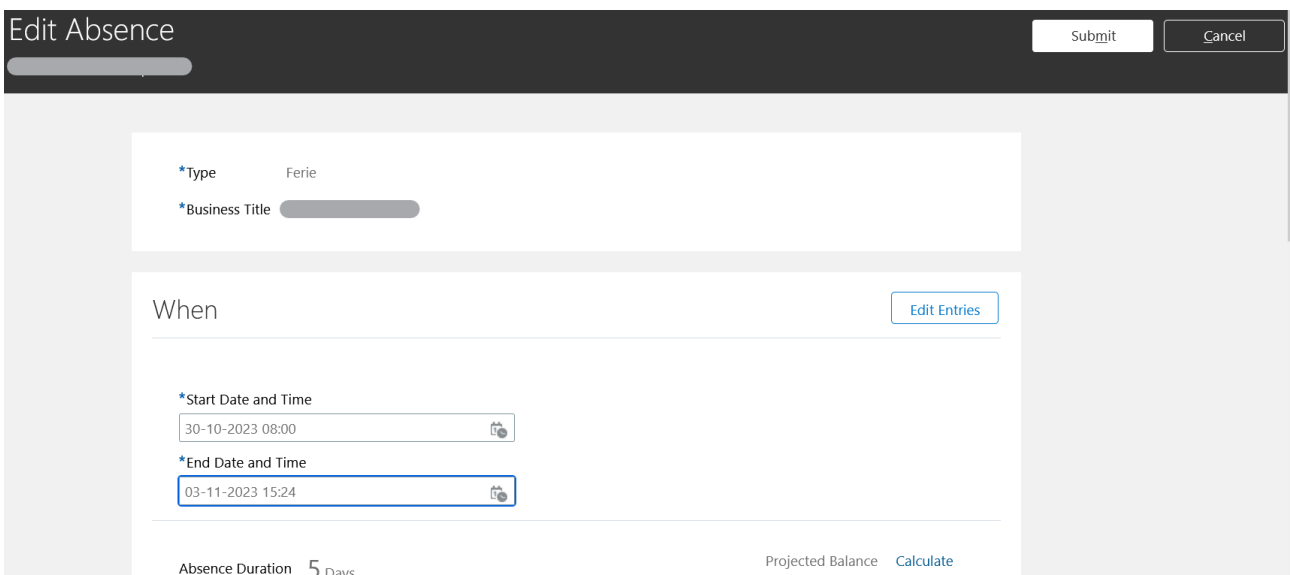
The *Comments and Attachments* field is optional and can be left empty.

1. Changing the start and end date for taking leave

Days can be moved or deleted. If you delete the days, you must request a new leave period for the same number of days that you are deleting.




When your changed holiday request has been registered, click *Submit* to send the changes to the holiday manager for approval.




2. Changing a holiday in the middle of your holiday period

If you change one or more days in the middle of your leave period, you must change each day individually by clicking the *Edit entries* button.

When Edit Entries

***Start Date and Time**
 




***End Date and Time**
 

Absence Duration **3** Days Projected Balance [Calculate](#)






Click the pencil icon to change the days(s) in question that you want to move. Once you have changed the days, click *Submit*.

When + Add

Duration in Days

27-12-2023 08:00 - 27-12-2023 15:24 Systemadministrator	1 
28-12-2023 08:00 - 28-12-2023 15:24 Systemadministrator	1 
29-12-2023 08:00 - 29-12-2023 15:24 Systemadministrator	1 
Total Absence Duration	3

Projected Balance [Calculate](#)

 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
 Team Schedule View your team's shifts and absences			




You can view your holiday by accessing *Calendar*. This allows you to view one month at a time. By accessing *Existing Absences*, you can perform a search, and have only your leave displayed and then select the period you want to view.

Absences

Last 6 months

Ferie | x Q

Sort By Date

Særlige feriedage: 2 Days 26-03-2024 - 27-03-2024	Scheduled	
Særlige feriedage: 3 Days 27-12-2023 - 29-12-2023	Scheduled	
Ferie: 5 Days 16-10-2023 - 20-10-2023	Scheduled	
Ferie: 15 Days 17-07-2023 - 04-08-2023	Completed	
Ferie: 1 Days 07-07-2023 - 07-07-2023	Completed	

[Load More Items](#) 1-5 of 7 items