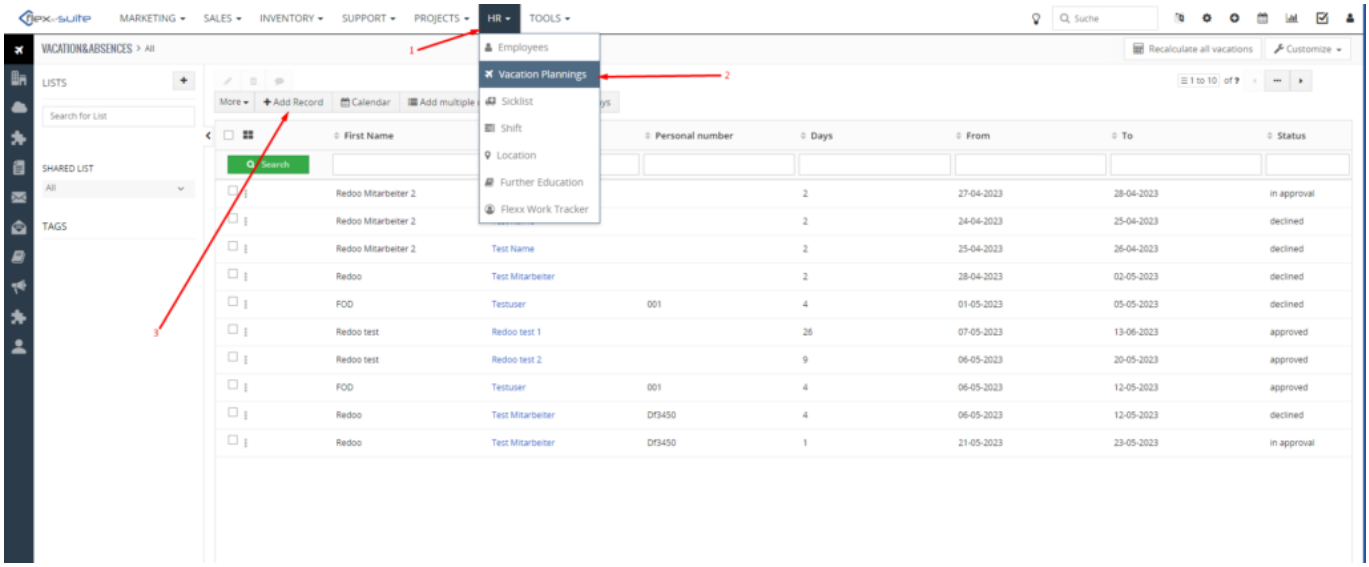
HR-Software ENG

Creation of a vacation request via the "Vacation Plannings" module

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Go to Vacation Plannings” in the menu and select “Add Record”.

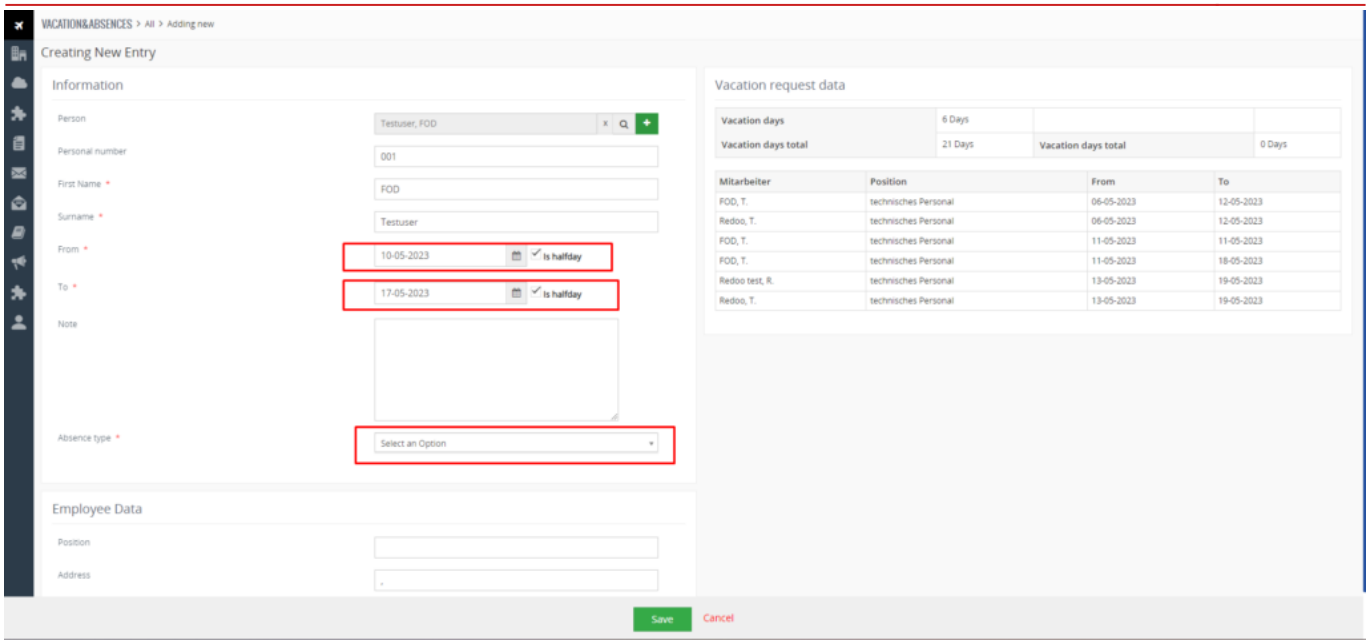


Fill in all the required fields.

The following fields are important: “From”, “To” and “Absence type” (here select the “Vacation” option so that the vacation days are deducted from the “Remaining vacation of this year”).

Please note that some fields are filled in automatically. On the right you can see which employees have booked vacations in this period.

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After that go to “Save”. The supervisors will receive the info emails with the application information, where they can accept, reject or conditionally book the application.

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