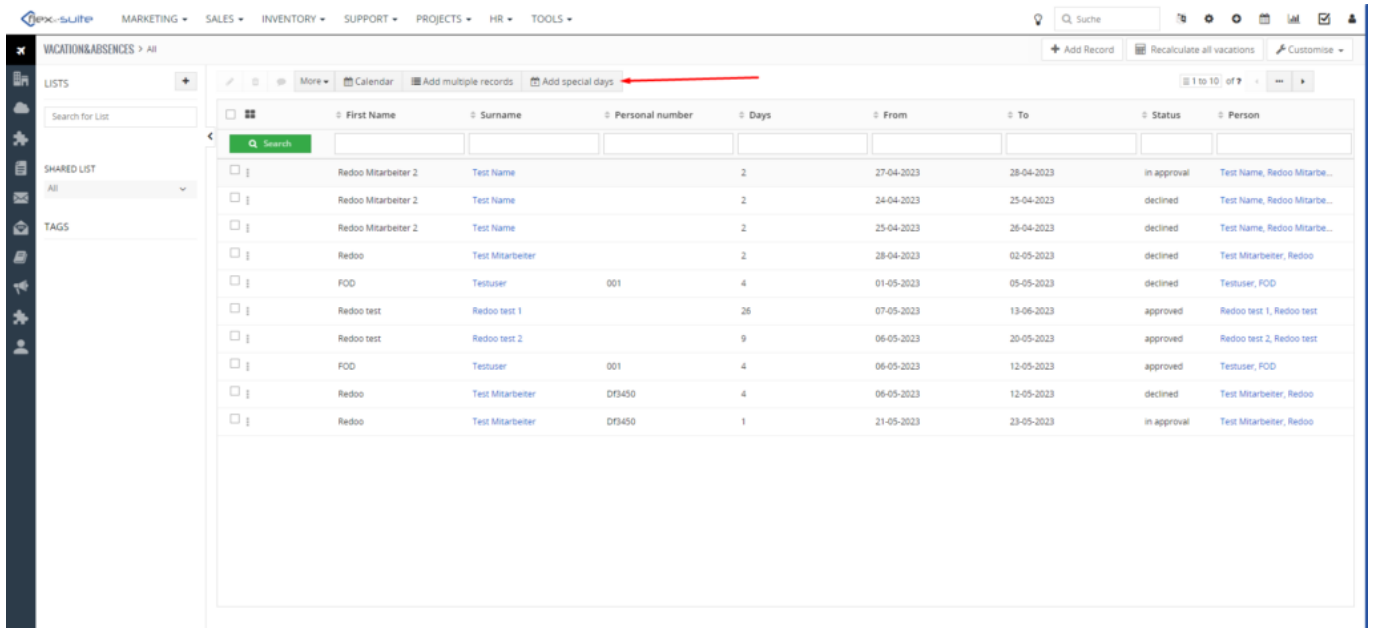




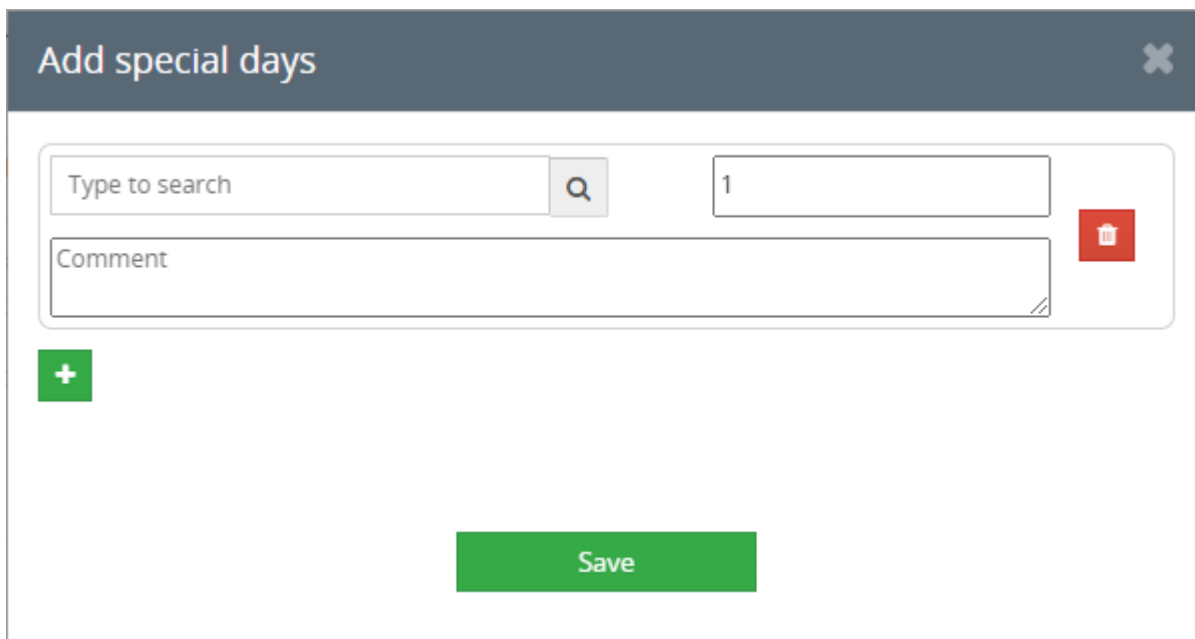
HR-Software ENG

Special vacation

“Special vacation” can be added to each employee, which will be taken into account when calculating the vacation days. The extra days can be added using the “Add special days” button in the list view of the “Vacation planning” module:



In the newly opened mask you can enter the desired employee, the number of days and the comment, then go to “Save”.



The comment with the specified information is added to the employee's personnel entry in the "Comments" section.

We open the record of the employee when we have added the special leave days. Then we select Comments and see that an entry about additional leave has appeared.

The screenshot displays the flexx.suite HR software interface. The top navigation bar includes 'MARKETING', 'SALES', 'INVENTORY', 'SUPPORT', 'PROJECTS', and 'TOOLS'. The main content area shows the record for 'Test Name, Redoo Mitarbeiter 2'. A dropdown menu is open, listing options: 'Flexx Work Tracker', 'Employees', 'Urlaub&Abwesenheiten', 'Sicklist', 'Schicht', 'Location', and 'Weiterbildungen'. A red arrow labeled '1' points to the 'Employees' option. Below the dropdown, there is a 'Post your comment here' text area and an 'Attach Files' button. A 'Post' button is visible on the right. The 'Comments' section shows a comment from 'Admin Administrator' posted '11 days ago', stating 'Number of days added: 1'. A red arrow labeled '2' points to the employee name, '3' points to the 'Comments' section, and '4' points to the comment text. The right sidebar contains a 'Summary' section with 'Details', 'Activity Stream', and 'Comments' (highlighted with a red arrow labeled '3'). Other sidebar items include 'Sicklist', 'Overtime', 'Vacation&Absences', and 'Educations'. The bottom status bar indicates 'Powered by flexx.suite 2023-05-12-daily' and provides performance metrics.

