

# E 3 How to Read the Company Vacation Calendar

Access Level: All employees

**Learn:** How to read the Company Vacation Calendar.

The Company Vacation Calendar presents an overview of when the company's employees have planned their vacation.

In case it's not possible to see the Company Vacation Calendar then look in ⇒ E7

Figure 1: Main Menu-> Company Vacation Calendar

If the Company Vacation Calendar is not shown in the main menu, it can be set up in the System Administration (F10).

- Select *Period:* with help from the calendar icons ❶ and click on the button *Show* ❷. Standard view is a six week period, starting from today's date.
- The left column lists the company's employees ❸.
- The coloured poles show the planned vacation for the employees ❹.
- The dotted lines ❺ show that the vacation includes a weekend.
- Weekends and holidays do not count in the vacation calculation.
- When you keep the mouse over the coloured poles, it is possible to get a detailed view of the employee's vacation ❻.
- For a guide on how to make a *New Vacation Registration* ❼ look in ⇒ E5.

Holidays are shown with grey vertical poles, equal to the way weekends are shown.

Figure 1: Main Menu -> Company Vacation Calendar

