

E 4 How to Read the Personal Vacation Calendar

Access level: All employees

Learn: How to read the personal vacation calendar.

The personal vacation calendar is accessed from the link:

Figure 1: Main Menu -> Personal Vacation Calendar

Below *View* select the relevant *Vacation Year*. By default the current vacation year is selected 1.

- If you select a different vacation year then press *Show* 2 in order to load the year in question.
- Official holidays 3 are shown with grey text and cannot be edited by employees. This can only be edited by a system administrator.
- Planned vacation 4 is shown with black text.
- Planned vacation can be deleted by the employees from the link *[Delete]* 5.
- The time specification is equal to the amount of vacation hours that the planned vacation covers. One week of vacation is equal to the weekly normal working time for an employee 6. Weekends and official holidays do not count in the vacation accounting.
- The *Total* 7 number of hours shows how many vacation hours the planned vacation covers.
- Booking of new vacation can be done by opening the *New Vacation Registration* menu 8. Learn more in ⇒ E5.
- The shortcut *Company Vacation Calendar* 9 shows planned vacation for all the company's employees. Learn more in ⇒ E3.

Figure 1: Main Menu-> Personal Vacation Calendar

PERSONAL VACATION CALENDAR - ASC

Main Menu -> Personal Vacation Calendar - ASC

View

Employee: ASC (Ashlee Samson) [v]
 Vacation Year: 01/01/2008 - 31/12/2008 [v]
 Show

Shortcuts

Company Vacation Calendar

New Vacation Registration

Period: [] []
 Comment: []
 Absence Code: 10 Vacation [v]
 Save

Personal Vacation Calendar: ASC

From	To	Comment	Absence Code	Hours
01/01/2008	01/01/2008	New Year's Day		0
14/01/2008	18/01/2008	Thailand	10 Vacation	37 [Delete]
21/01/2008	25/01/2008	Thailand	10 Vacation	37 [Delete]
21/03/2008	21/03/2008	Good Friday		0
24/03/2008	24/03/2008	Easter Monday		0
05/05/2008	05/05/2008	Early May Bank Holiday		0
26/05/2008	26/05/2008	Spring Bank Holiday		0
25/08/2008	25/08/2008	Summer Bank Holiday		0
27/12/2008	27/12/2008	Christmas Day		0
Total				74