Defining the Absences

There are five types of absence plans:

- Holiday
- Leave at request
- Maternity leave
- Sick leave
- Other

Similarly, like with Workload plans or Holiday plans users or human resources can be assigned to those plans using the Resource Manager.

An absence marks the selected period in the resource calendar as non-working days and reduces the capacity calculated by the Resources and Board.

Set the start and end date of the absence day using the date pickers and add comments if required.

You can add multiple absence days but their dates cannot overlap.