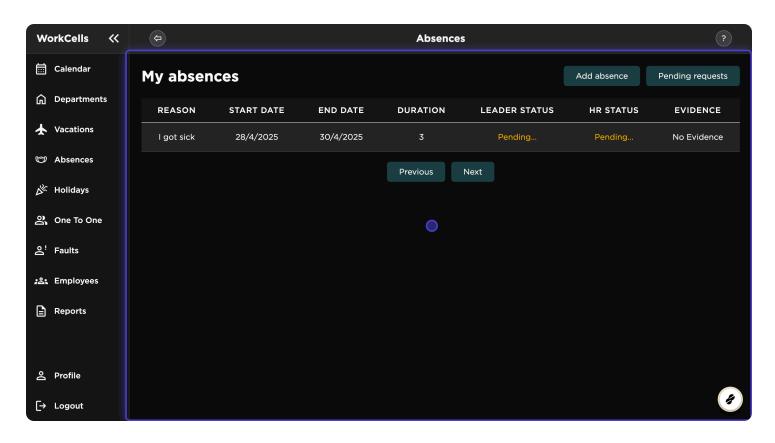# Guide of Absences

Created on Apr 30, 2025 by Mauricio Olguín Sánchez

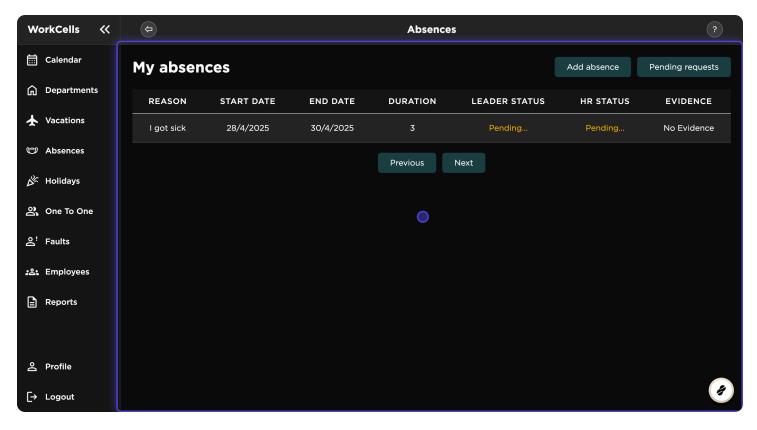WATCH RECORDING →

1   Go to Absences
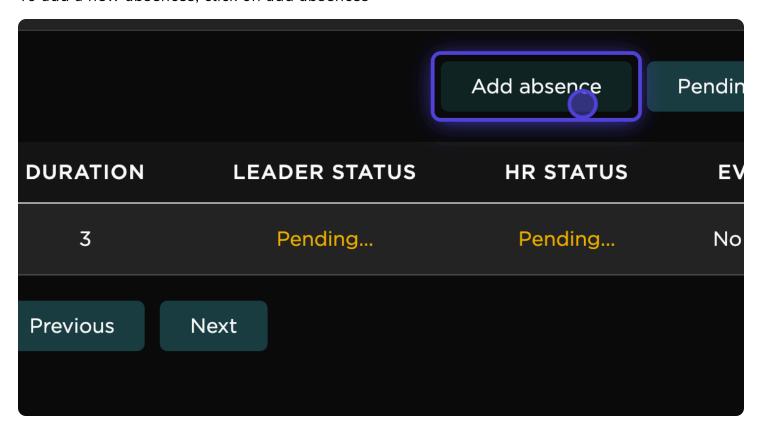
At the main page of Absences, we can view our previous requests, add a new absence or, if we had the role of Manager, view pending requests.

| WorkCells « | | | Absences | | | ? |

My absences

Add absence   Pending requests

REASON	START DATE	END DATE	DURATION	LEADER STATUS	HR STATUS	EVIDENCE
I got sick	28/4/2025	30/4/2025	3	Pending...	Pending...	No Evidence

Previous   Next

Sidebar navigation:
- Calendar
- Departments
- Vacations
- Absences
- Holidays
- One To One
- Faults
- Employees
- Reports
- Profile
- Logout

2 **Add absence**

To add a new absences, click on add absences

	DURATION	LEADER STATUS	HR STATUS	EV
Add absence	3	Pending...	Pending...	No
Previous	Next			

3   Type in Start Date

Fill all the fields

Add absence

Start Date of the absence:

15/05/2025

End Date of the absence:

dd/mm/aaaa

Reason of the absence:

I got ill and had to go to see the doctor

Evidence (optional):

Seleccionar archivo Sin archivos seleccionados

Add absence

4 Type in End Date

Add absence

Start Date of the absence:

15/05/2025

End Date of the absence:

16/05/2025

Reason of the absence:

I got ill and had to go to see the doctor

Evidence (optional):

Seleccionar archivo Sin archivos seleccionados

Add absence

5 Type in Reason

If your absences is more than 3 days, you MUST have to fill it.

Add absence

Start Date of the absence:

15/05/2025

End Date of the absence:

16/05/2025

Reason of the absence:

I got sick

Evidence (optional):

Seleccionar archivo Sin archivos seleccionados

Add absence

6 **Click on Evidences**

If your absences is more than 3 days, you MUST have to fill it.

Start Date of the absence:

15/05/2025

End Date of the absence:

16/05/2025

Reason of the absence:

I got sick

Evidence (optional):

Seleccionar archivo Sin archivos seleccionados

Add absence

7   **Click on Add absence**

Finally, add the new absences clicking on the button "Add absences"

ional):

archivo Sin archivos seleccionados

Add absence

8   Pending requests

To review the pending requests, click on the button.

	Add absence	Pending requests
LEADER STATUS	**HR STATUS**	**EVIDENCE**
Pending...	Pending...	No Evidence
Pending...	Pending...	No Evidence

Next

9 **Click on Approve absence**

URATION	REASON	EVIDENCE	STATUS
2	Problemas de salud mental	View evidence	Approve
2	Donación de sangre	View evidence	Approve
2	Accidente	View	Approve

10 **Click on Deny absence**

Problemas de salud mental	View evidence	**Approved**
Donación de sangre	View evidence	Approve Deny
Accidente	View evidence	Approve Deny

11 **All requests**

If you want to review previous requests already approved/denied, click on "All requests" to check it.