


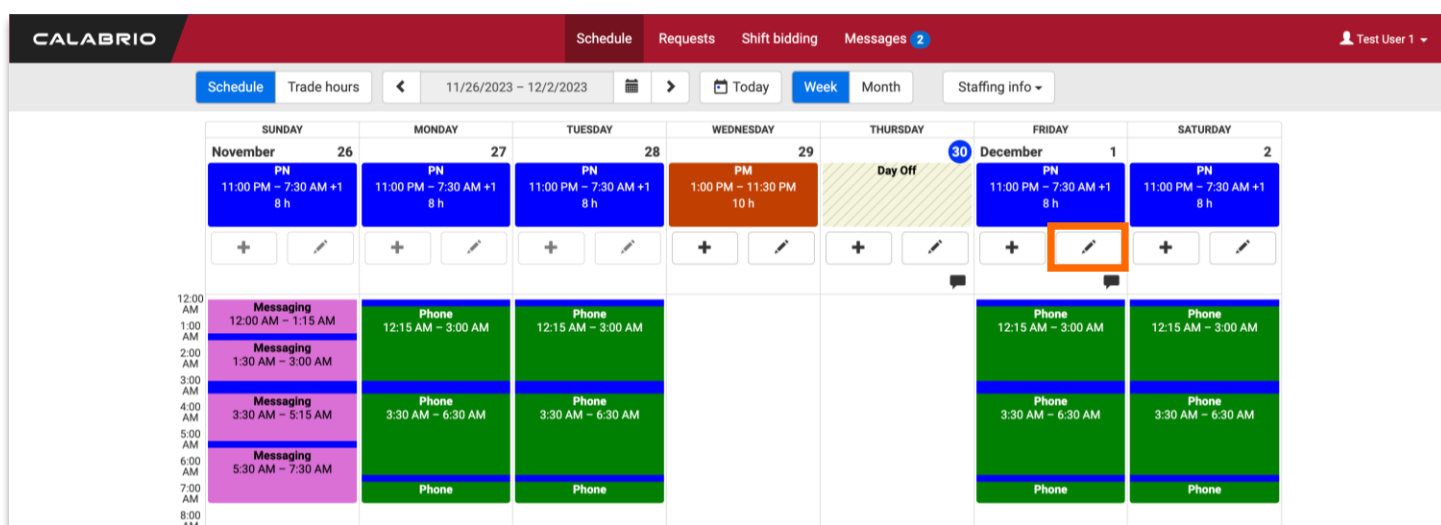
Absence Requests

Calabrio's Absence Request features help specialist balance their work and personal commitments by enabling them to request time-off for things like vacations, holidays, or personal paid time.

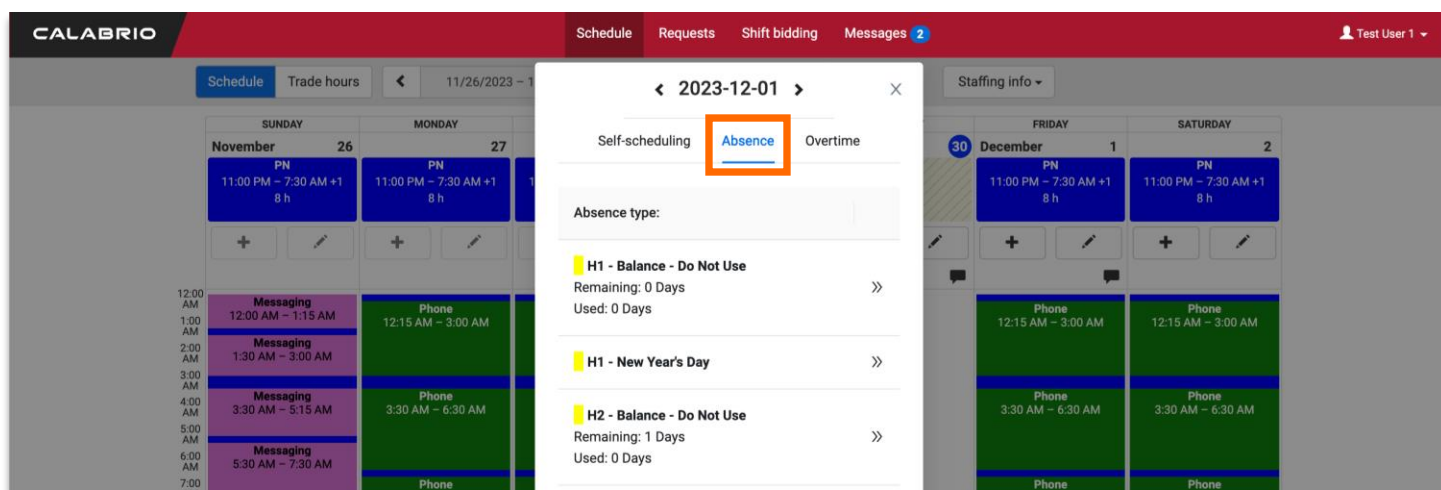
Submitting Absence Requests

There are two ways to submit an absence request in Calabrio. One that works best when you are submitting a request for a day or time-off in the near future, and another that makes it easy to submit an absence request for a day or time-off in the distant future.

To submit an absence request for a full or partial day in the near future, locate the desired date using the navigation tools on the “**Schedule**” page and select the “”.



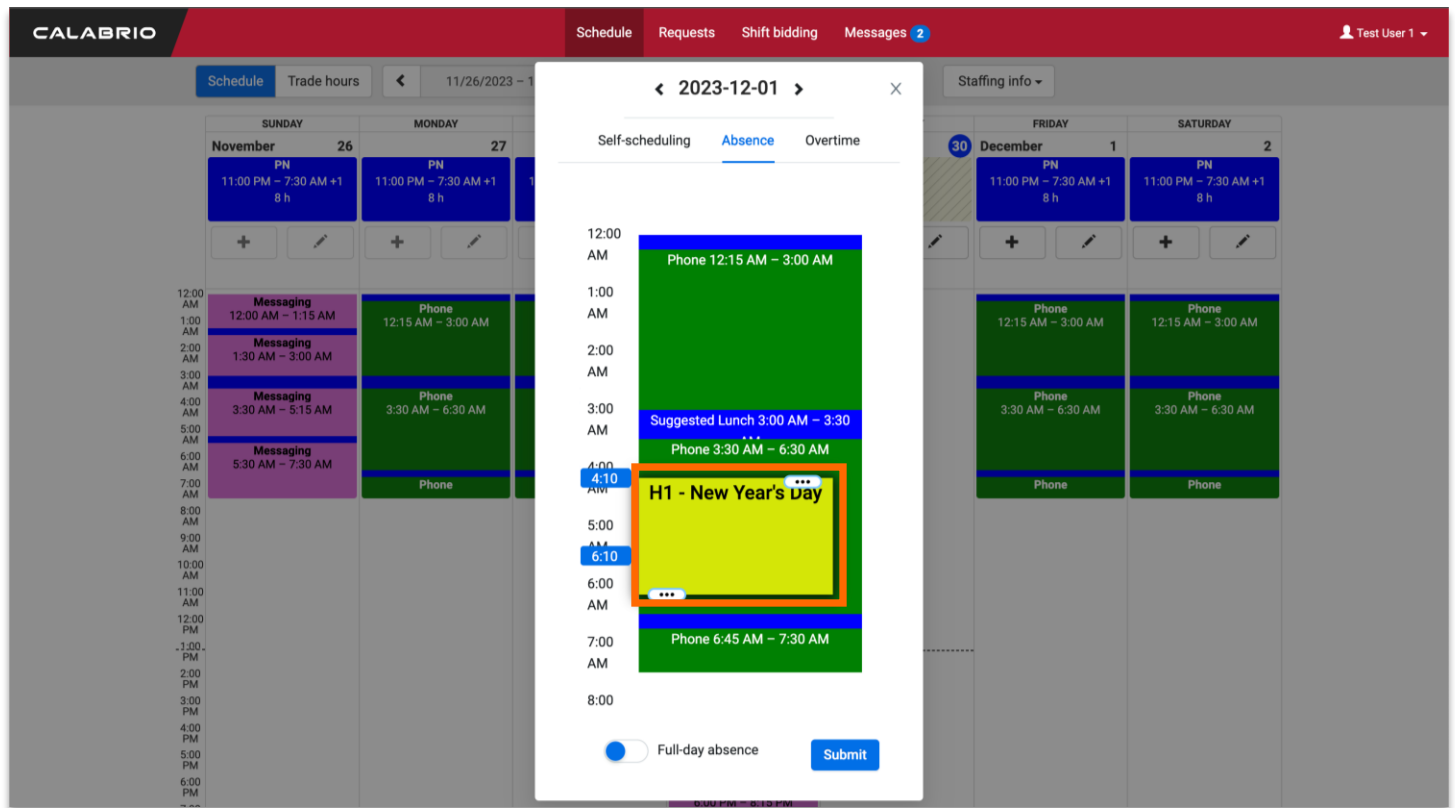
Click on “**Absence**” to open the “**Absence Request**” tool.



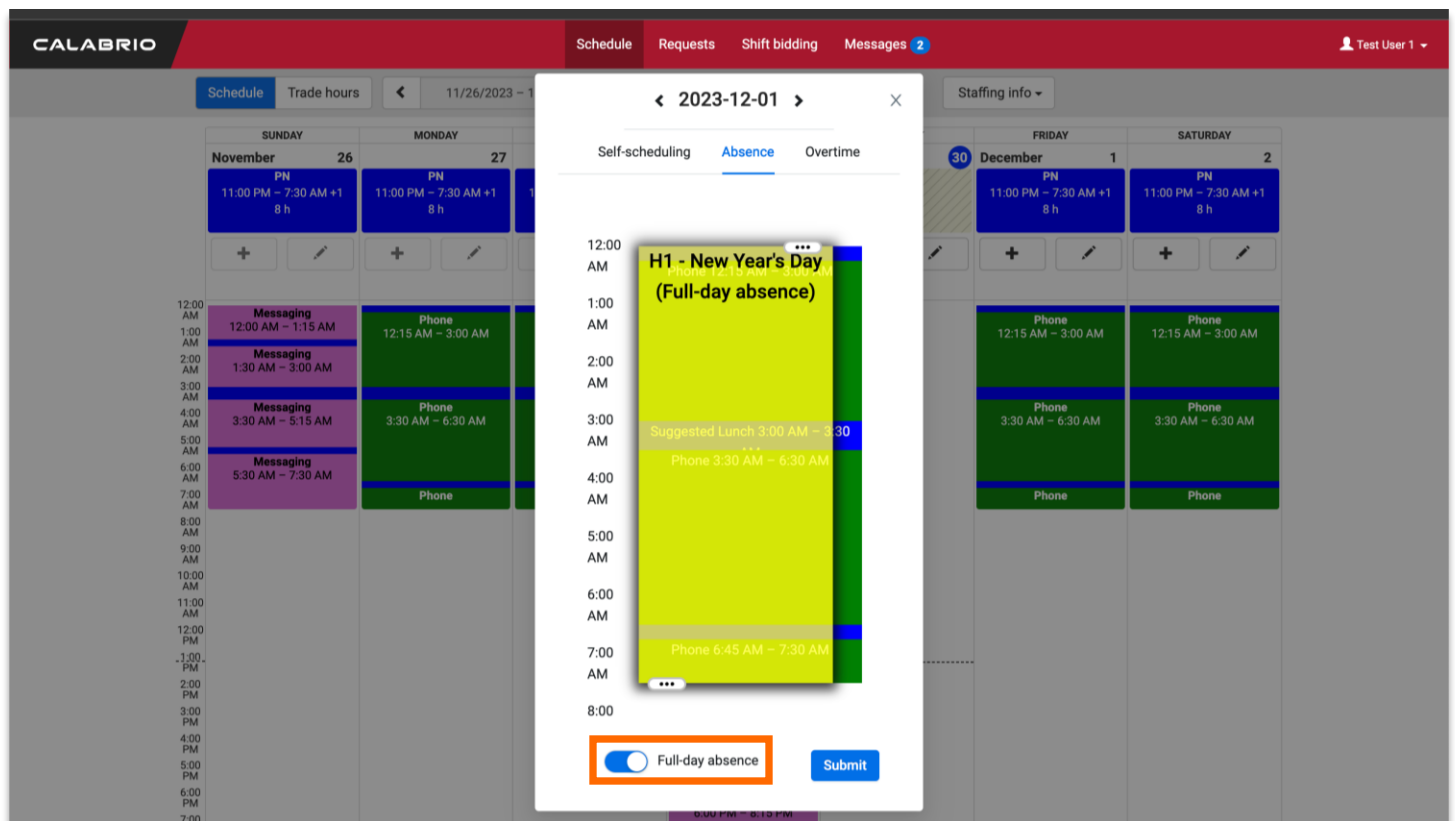
Here you will see a list of the types of absences that are available, as well as “used” and “remaining” balances for each type. These balances update when an absence occurs.

Absence Requests

Select the desired “**Absence Type**” and use the selection tool to set the desired time and duration.

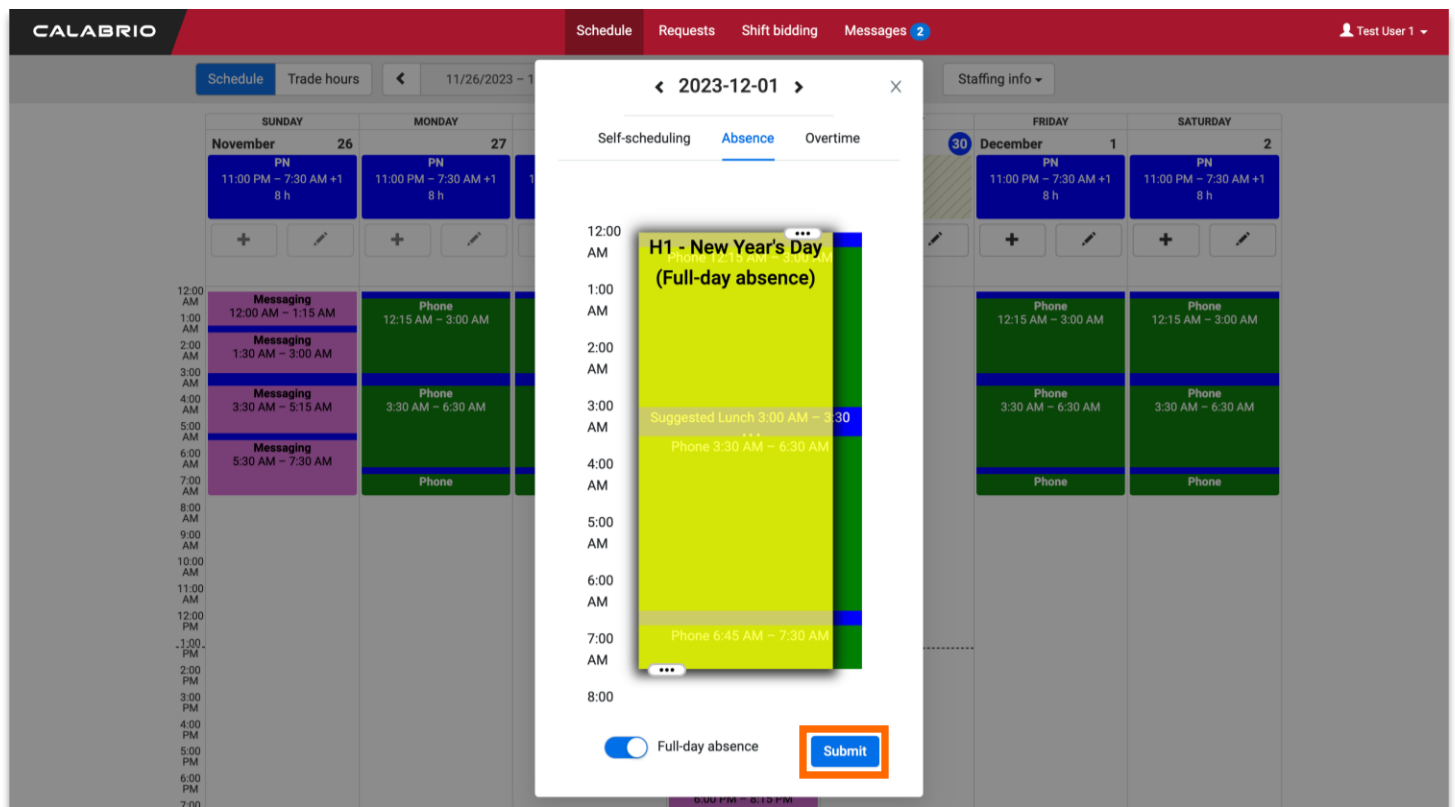


You can select an entire day by ensuring that the “**Full-day absence**” toggle is active.

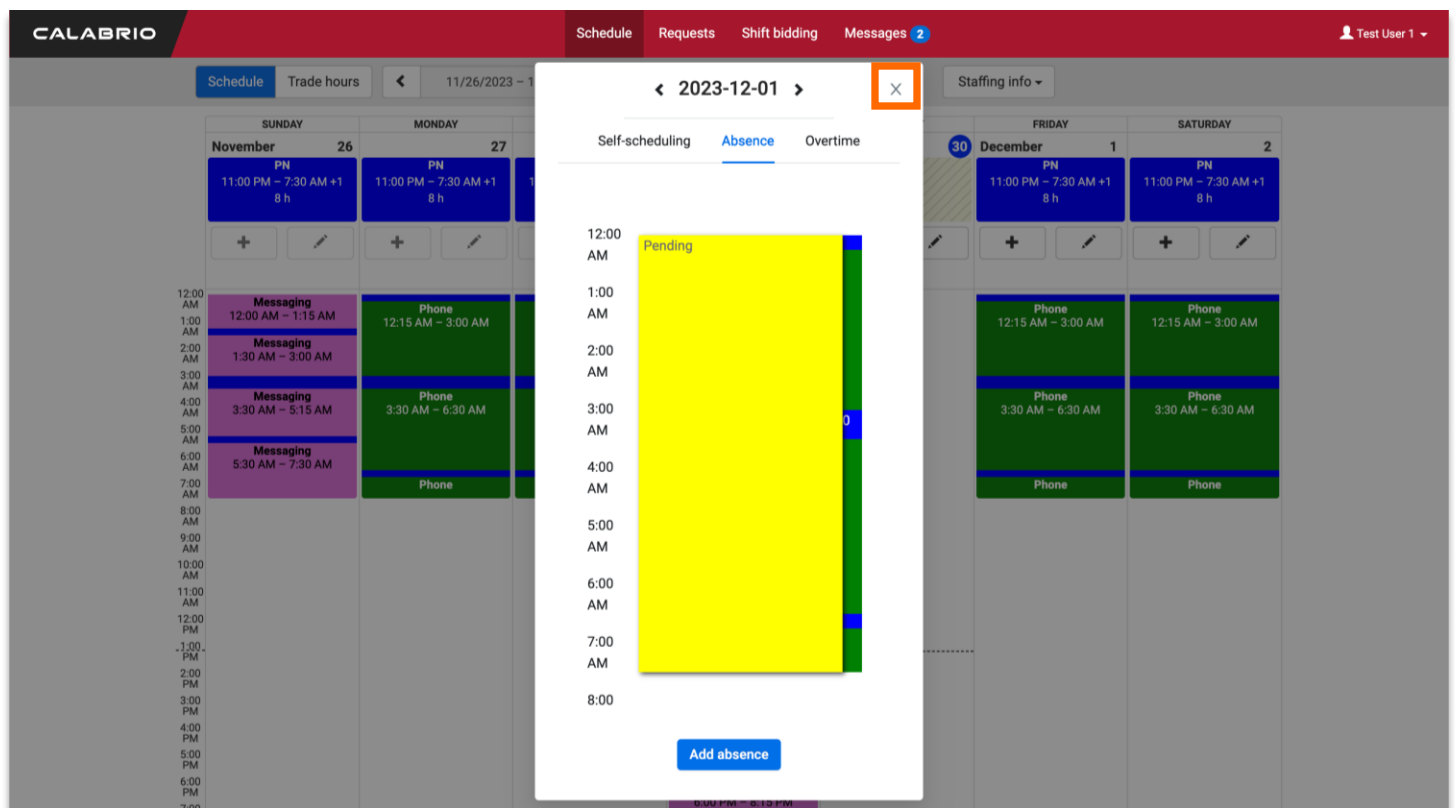


Absence Requests

Click the “**Submit**” button.



Close the Absence Request tool window.



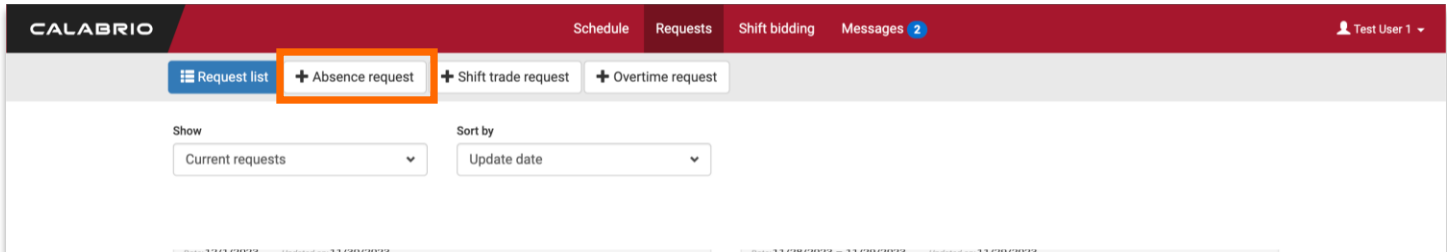
The new request will appear on the “**Requests**” page, where you are able to track its status.

Absence Requests

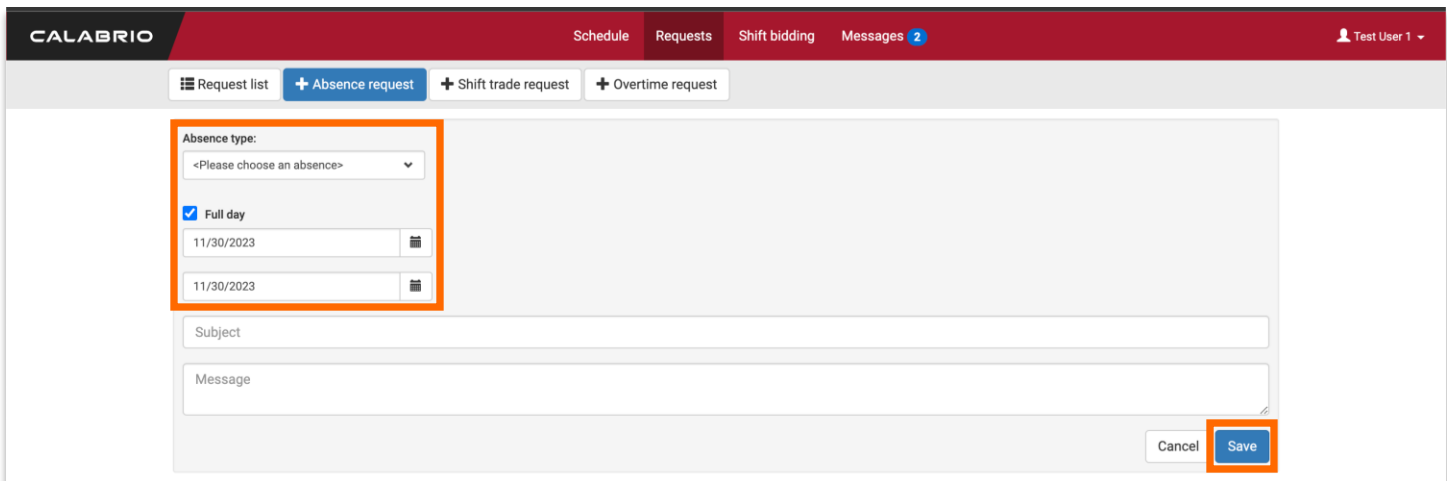
To request an absence for full or partial day in the distant future, navigate to “Requests”



Click the “+ Absence Request” button,

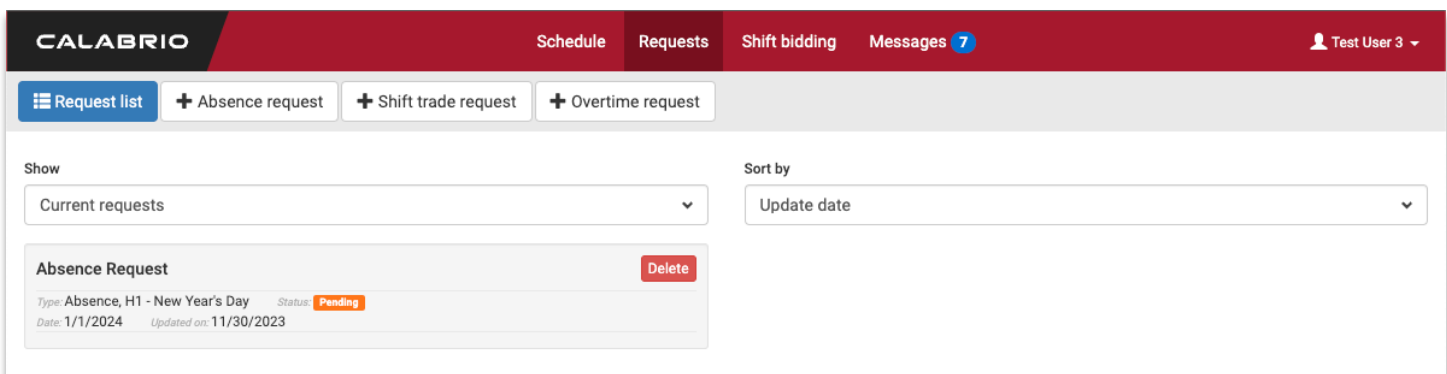


Select the desired “Absence Type” and “Date”.



The “Message” field is optional, however, if the type of absence you are requesting requires additional information, you have the option to enter it here.

Click the “Save” button to submit the request.



The new request will appear on the “Requests” page, where you are able to track its status.

Absence Requests

Absence Request Statuses

To view the status of an absence request, navigate to the “Requests” tab.



“Absence” requests will have one of the following statuses.

Approved - The request was approved.

Absence request

Type: Absence, PPT - Paid Personal Time <Deleted>

Status: **Approved**

Date: 11/18/2023 *Updated on:* 11/13/2023

Pending - The request is waiting on a response from Ops or it is still being processed.

Absence Request Delete

Type: Absence, H1 - New Year's Day *Status:* **Pending**

Date: 1/23/2024 *Updated on:* 11/16/2023

Denied - Your request was denied, either automatically by the system or manually by your Ops. Click the request for more information about why it was denied.

Absence Request

Type: Absence, H1 - Balance - Do Not Use *Status:* **Denied**

Date: 12/8/2023 *Updated on:* 11/30/2023

Absence Requests

Clicking on a request allows you to see more information about its status.

Absence Request

Type: Absence, H1 - Balance - Do Not Use

Status: **Denied**

Date: 12/8/2023

Updated on: 11/30/2023


Absence request approval has been disabled by the administrator for all or part of the requested period.

Absence type:


H1 - Balance - Do Not Use

☒ Full day

12/8/2023



12/8/2023



If you need to cancel an absence request, you must do so 24 hours in advance of the requested day.