

KNOWLEDGE BASE ARTICLE

What Is Vitextra Absence & Coverage: Web Parts, Roles and Data at a Glance



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Overview

Vitextra Absence & Coverage brings the everyday absence process into Microsoft 365. Employees request time off, managers approve or reject the requests, everybody sees who is away, and colleagues take over duties while a person is out – all on a SharePoint page or in Microsoft Teams, without a separate HR system and without sending data to an external service.

The solution consists of three web parts that work together on one shared site: **My Absences**, **Team Absence Calendar** and **Substitutions**. This article explains what each web part does, who works with it, where the data lives, what you need before you start and what this version of the product intentionally does not do.

The three web parts

Web part	What it does	Typical users
My Absences	A personal page: balance cards per absence type, the list of your requests with their statuses, the New request panel (working days, half days, overlap and balance checks, a substitute), public holidays and an .ics file for your calendar. Managers get an Approvals tab with the requests waiting for their decision.	Every employee; managers and approvers
Team Absence Calendar	A timeline (people by days) and a month view of who is away, an Away today (2) block with the substitutes, filtering by absence type, pending requests shown hatched, public holidays and weekends shaded, and an	Employees, managers, HR

Web part	What it does	Typical users
	export to CSV.	
Substitutions	Tabs I cover, Covering me and Who covers whom, and – for managers – No substitute. Colleagues accept or decline a substitution; managers assign substitutes and see absences nobody covers.	Substitutes, absent employees, managers

+ New request

< 2026 >

My absences

Approvals 2

Balances

Vacation

14

of 23 · used 5 · pending 4

Personal day

3

of 3 · used 0 · pending 0

My requests, 2026

Personal day Rejected

Dec 4, 2026 · starts at midday

Reply: Quarterly review that day, please pick another date.

0.5 d

Approver: Adele Vance

Vacation Pending approval

Nov 16, 2026 – Nov 20, 2026

4 d

Approver: Adele Vance

Substitute: Alex Wilber

Cancel request

Remote work Approved

Nov 2, 2026 – Nov 3, 2026

2 d

Cancel request

Vacation Approved

Oct 12, 2026 – Oct 16, 2026

5 d

Approver: Adele Vance

Personal day Cancelled

Sep 25, 2026

1 d

Approver: Adele Vance

Upcoming public holidays

Nov 11, 2026 — Lacplesis Day

Nov 18, 2026 — Republic Day of Latvia

Dec 24, 2026 — Christmas Eve

Dec 25, 2026 — Christmas Day

The My Absences web part: balances and your requests

Away today (2)

Alex Wilber

Vacation · until Oct 30, 2026

Joni Sherman

Business trip · until Oct 29, 2026

< Oct 25, 2026 – Nov 7, 2026 >

Today

Timeline

Month

2 weeks

Show requests pending approval

Vacation

Personal day

Remote work

Business trip

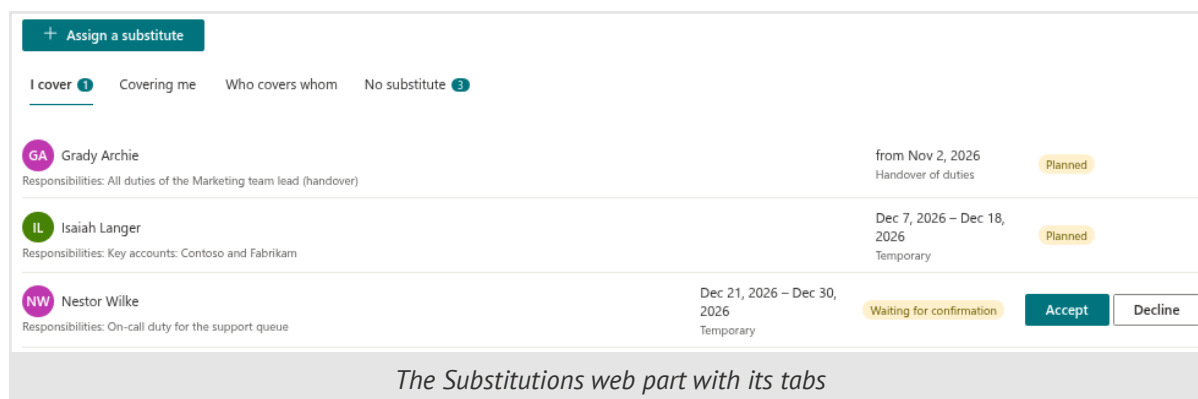
Unpaid leave

Away

Pending approval

Employee	Sun 25 Oct	Mon 26	Tue 27	Wed 28	Thu 29	Fri 30	Sat 31	Sun 1 Nov	Mon 2	Tue 3	Wed 4	Thu 5	Fri 6	Sat 7
Alex Wilber		Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation
Isaiah Langer											Vacation	Vacation	Vacation	Vacation
Joni Sherman			Business trip	Business trip	Business trip	Business trip	Business trip	Business trip	Business trip	Business trip	Business trip	Business trip	Business trip	Business trip
Nestor Wilke			Away	Away	Away	Away	Away	Away	Away	Away	Away	Away	Away	Away
									Remote work	Remote work	Remote work	Remote work	Remote work	Remote work

The Team Absence Calendar web part in the timeline view



Who uses what

Role	What the person does	Where
Employee	Requests time off, follows the status, checks balances, cancels a request, adds an absence to a personal calendar	My Absences
Manager / approver	Approves or rejects requests, checks who else is away in the same period, assigns substitutes, finds absences without a substitute	My Absences (Approvals), Substitutions (No substitute), Team Absence Calendar
Colleagues	See who is away today and who covers them	Team Absence Calendar
Substitute	Accepts or declines a substitution and sees what has to be covered	Substitutions (I cover)
HR / site owner	Maintains absence types, yearly entitlements, public holidays and settings directly in the lists of the product site	SharePoint lists
IT administrator	Installs the package, approves the Microsoft	SharePoint admin center

Role	What the person does	Where
	Graph permission, makes sure employees can reach the site	

How the data is stored

All data is kept in **six SharePoint lists on one site of your own tenant**. The first web part you add to a page asks you to pick this site and creates the lists there; the other web parts use the same site. Requests, substitutions, absence types, yearly entitlements, public holidays and settings therefore stay under your existing SharePoint governance, backup and retention rules. The only external call made by the web parts is the license check.

The web parts read and write the lists **with the rights of the signed-in user**. Employee names, managers, direct reports, departments and photos come from **Microsoft Entra ID** through Microsoft Graph.

The **Substitutions** list is also the data source for **People Connector**: it answers the question "who covers X", and a hand-over of duties without an end date stays active until it is ended.

Requirements

- **Installation.** The package is installed in the tenant App Catalog like any other Vitextra product – see [KB10035. How to Install a Vitextra Product in SharePoint Online](#).
- **Access to the product site.** Every employee who uses the web parts needs **Member (edit)** access to the product site, because the lists are read and written with the user's own rights.
- **Microsoft Graph permission.** The package requests the **User.Read.All** permission (profile, manager, direct reports, department, people search, photos). A tenant administrator approves it in the SharePoint admin center under API access.
- **Directory data.** Approval routing and the calendar scopes rely on Microsoft Entra ID: a **manager** for each employee (otherwise a fallback approver is needed) and a **department** for the department scope.
- **First setup.** The person who selects the site for the first time must be a **site owner** of that site, because the lists are created at that moment.

Where it runs

The web parts run on modern SharePoint Online pages (including full-page apps) and in Microsoft Teams as a personal app and as a channel tab. The interface is available in 50 languages; dates, month and weekday names follow the culture of the page, and the first day of the week follows the culture too. Right-to-left languages are supported and the web parts follow the SharePoint site theme.

What is not included in this version

Note

This version does not send e-mail or Microsoft Teams notifications: new requests, decisions and substitution requests are shown only inside the web parts (counters and badges on the tabs). It also does not write to Outlook calendars or set automatic replies – a request can be downloaded as a one-time **.ics** file instead. Accrual rules, blackout periods, a limit on simultaneous absences, delegation of approval (apart from a single fallback approver), item-level security on the lists, an administration web part for the reference lists and an import of public holidays by country are not part of this version either.

Warning

The privacy of an absence type is a display rule: colleagues see a grey "Away" instead of the type. Anyone who has access to the **Absences** list itself can still read the requests there. If strict confidentiality is required, restrict access to the product site accordingly.