KNOWLEDGE BASE ARTICLE

How to Name a Substitute When You Request Time Off

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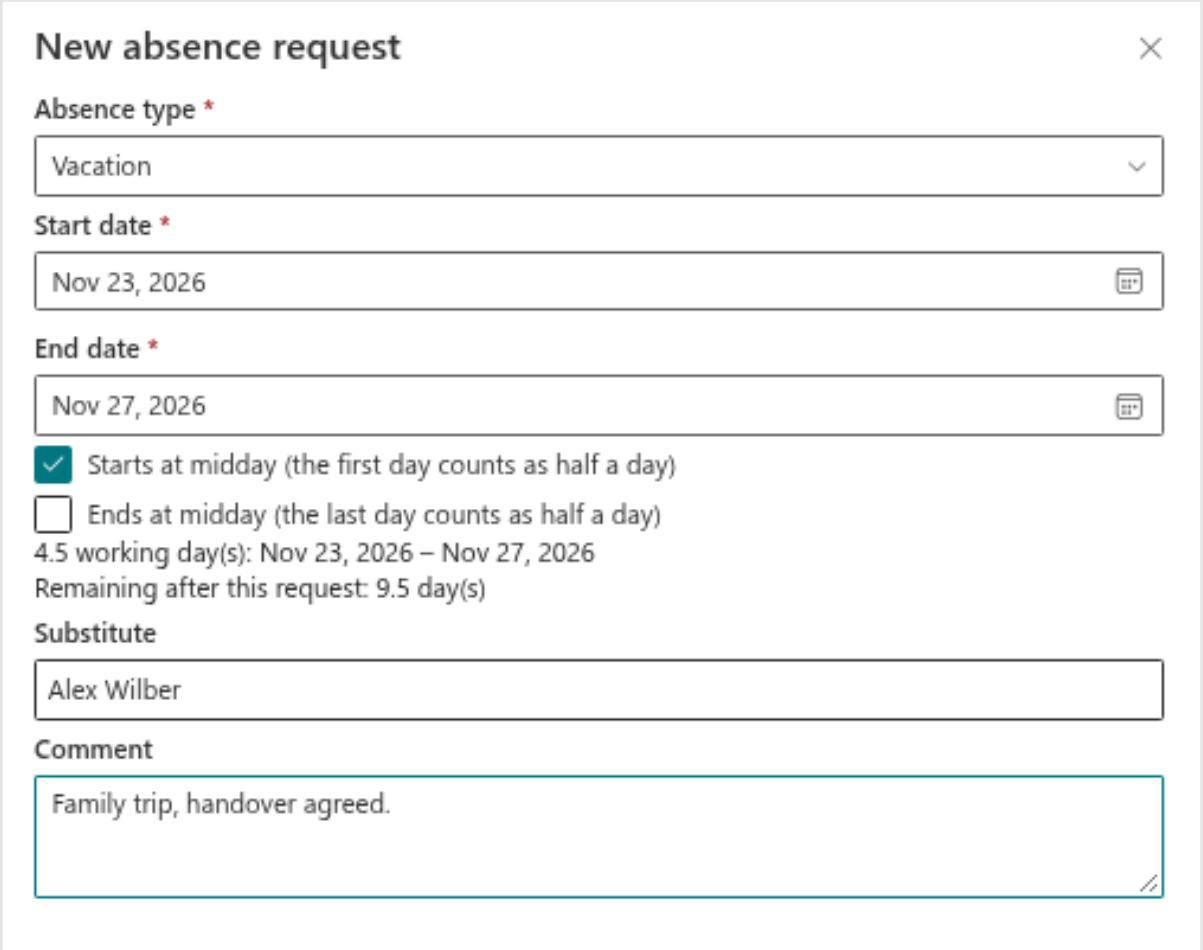
Overview

When you go on leave, someone usually has to pick up your work. The **New absence request** panel of the **My Absences web part** lets you name that person while you request the time off. You choose one colleague in the **Substitute** field; the web part then creates a substitution for the same dates, and your colleague confirms it in the **Substitutions** web part.

Naming a substitute is optional. You can also leave the field empty and let your manager assign a substitute later, or assign one yourself in the Substitutions web part.

Choose a substitute in the request

1 In **My Absences**, click **New request**.
2 Select the **Absence type** and the dates as usual (KB10325. How to Request Time Off in My Absences).
3 In the **Substitute** field, start typing a name and pick the colleague from the suggestions. The field accepts one person only.
4 Add a **Comment** if the approver needs context, and click **Submit request**.



The Substitute field in the New absence request panel

You cannot name yourself: the panel shows *You cannot be your own substitute*. and does not save the request (KB10331. Why You Cannot Submit an Absence Request: Messages and Solutions).

When the substitution is created

The substitute is stored on your request. The substitution itself, a **Temporary** substitution for the dates of the request, is created at the moment your request is approved:

Your request	When the substitution appears	Its status
The absence type needs approval	When the approver clicks **Approve**	**Waiting for confirmation**
The type needs no approval, or you are your own approver	Immediately, when you submit	**Waiting for confirmation**

Until then, the request is **Pending approval** and the substitution does not exist. The approver sees your choice in the **Approvals** tab, in the line *Substitute:* …, and can approve or reject the request with that in mind (KB10334. How to Approve or Reject an Absence Request).

The substitute has to confirm

A substitution is not confirmed until the colleague accepts it. In the **Substitutions** web part the colleague sees the new row on the **I cover** tab, with a number in the tab badge, and the buttons **Accept** and **Decline**. No e-mail or Teams message is sent, so tell your colleague that the request is waiting for them (KB10347. How to Accept or Decline a Substitution).

What the colleague does	What happens
Clicks **Accept**	The status becomes **Accepted**. Before the first day it is shown as **Planned**, during the absence as **In progress**.
Clicks **Decline**	The status becomes **Declined**. Your absence stays approved, but it has no confirmed substitute.
Does nothing	The substitution stays **Waiting for confirmation**.

Warning

An unconfirmed substitute is still shown as covering you in the **Covered by** line of the *Away today* block of the Team Absence Calendar. Make sure that your colleague really accepts.

If the request is rejected or cancelled

The substitution is tied to your request. If the approver clicks **Reject**, the request ends and no substitution is created, because it would only have been created at approval. If you use **Cancel request**, every substitution tied to the request gets the status **Cancelled**, including one that has already been accepted. The colleague no longer sees

it in the **I cover** tab. See KB10330. How to Cancel an Absence Request.

Who sees the substitute

Who	Where
You	In the row of your request: *Substitute: …*; on the **Covering me** tab of the Substitutions web part once the substitution exists
The approver	In the **Approvals** tab: *Substitute: …*
The substitute	On the **I cover** tab of the Substitutions web part
Your manager	On the **No substitute** tab, an absence of a direct report shows the pill **Waiting for** or **declined** until a substitute accepts
Colleagues	In the Team Absence Calendar: *Substitute: …* in the tooltip and **Covered by** in the *Away today* block

Naming a substitute in the request and assigning one separately

You can also create a substitution without a request, with the **Assign a substitute** button in the Substitutions web part (KB10337. How to Assign a Substitute to Your Direct Report). The two ways differ:

	In the absence request	Assign a substitute
Dates	Taken from the request	Entered by you
Kind	**Temporary**	**Temporary** or **Handover of duties**
Responsibilities text	Not available in the request panel	Available
Link to the request	Tied to the request:	Independent, unless

	In the absence request	Assign a substitute
	cancelled if the request is rejected or cancelled	started from the **No substitute** tab with **Assign**
Who can create it	The employee who requests the time off	Anyone, for any absent person

Note

If your colleague declines, or you forgot to name a substitute, your manager sees the absence on the **No substitute** tab and can use **Assign** there (KB10338. How to Find Absences Without a Substitute).



A substitution waiting for confirmation on the I cover tab

Terms

Web Part
A web part is a primary building block of functionality or content placed on a SharePoint page. Some web parts support customization, such as configuring the web part or changing its appearance.