KNOWLEDGE BASE ARTICLE

How to Read the Team Absence Calendar: Colors, Hatching and Marks

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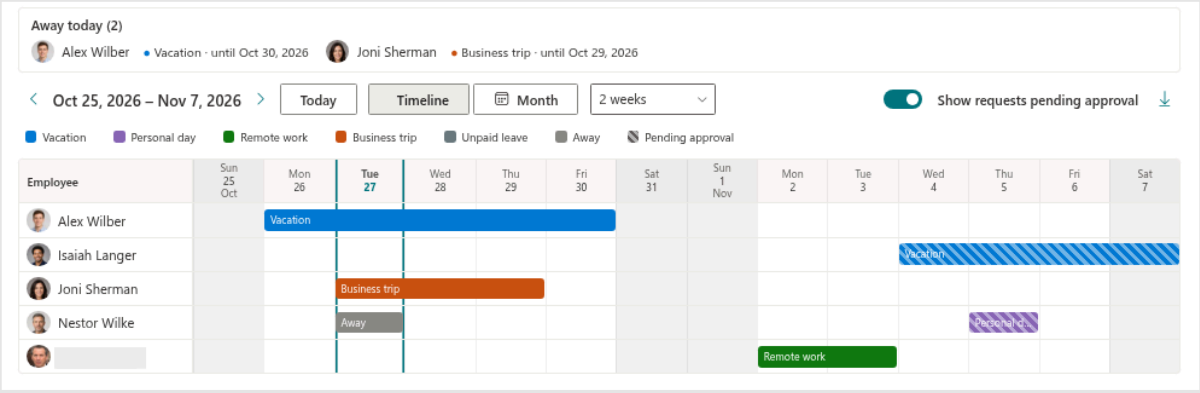
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Overview

The Team Absence Calendar packs a lot of information into a small area, and it does so with a handful of visual rules: **color** tells you the type of absence, a **hatched pattern** tells you that a request is not approved yet, **grey** hides a private type, and a few **marks** and **background tints** show half days, non-working days, holidays and today. This article is a reference for all of them.



Colors, hatching and marks in the Timeline view

Colors of absence types

Every absence type has its own color, stored in the **Color** column of the **AbsenceTypes list**. The calendar uses the same color for the bar in the Timeline, for the chip in the Month **view** and for the swatch in the legend. The default types of a new installation are:

Absence type	Color
Vacation	Blue (#0078d4)
Sick leave	Red (#d13438)
Personal day	Purple (#8764b8)
Remote work	Green (#107c10)
Business trip	Orange (#ca5010)
Unpaid leave	Grey (#69797e)
Parental leave	Pink (#e3008c)

You can change the colors and add your own types; see KB10352. How to Add and Configure Absence Types.

Pending requests are hatched

A request that is still waiting for the manager's decision is drawn in the color of its type, **overlaid with diagonal stripes**, in the Timeline and in the Month view. An approved absence is a solid color. The same pattern marks the **Pending approval** entry in the legend. The tooltip of a pending bar also contains the line **Pending approval**.

Rejected and cancelled requests are never drawn. Pending requests can be hidden with the **Show requests pending approval** toggle (KB10343. How to Filter the Calendar by Absence Type and Show or Hide Pending Requests).

Grey Away entries

When the type of an absence is marked as private, the colleagues of the absent person see a **grey** bar or chip with the word **Away** instead of the type name, and no number of days in the tooltip. The absent person and the approver of that request still see the real type and color. A single grey **Away** entry in the legend represents all private types. See KB10345. Private Absence Types: What Colleagues See in the Calendar.

The half-day mark

In the Timeline, a **½** follows the label of a bar when the first or the last day of the absence is a half day. The mark does not say which end is the half day; to find out, open **My Absences** and read the request (**starts at midday** or **ends at midday**). The Month view does not show the mark.

You can read your own requests in My Absences. For another employee's half-day details, ask that employee if the request is not available to you.

Background tints and highlights

What you see	What it means
Light grey day column or cell	A non-working day. It follows the working week of the **site**, not only

What you see	What it means
	Saturday and Sunday (KB10355. How to Set the Working Week).
Light tinted day	A public holiday from the **Holidays** list, when **Show public holidays** is on. The name is in the tooltip of the day header in the Timeline and written in the day cell in the Month view (KB10354. How to Add Public Holidays).
Column outlined in the theme color, with a bold date	Today, in the Timeline.
Day number in a filled circle	Today, in the Month view.
Dimmed day cell	A day that belongs to the previous or the next month, in the Month view.

Tooltips

Hover over a bar or a chip to see a tooltip with one item per line:

1 the name of the employee;
2 the absence type, or **Away** for a private type;
3 the period;
4 the number of days, for example *5 d* (hidden for a private type unless you are the absent person or the recorded approver);
5 **Pending approval**, only for pending requests;
6 **Substitute:** and the name, only if the request names a substitute.

Several people on one day: +N more

A day cell in the Month view shows up to three chips. When more people are away on that day, the cell ends with **+N more** (for example *+2 more*). Hover over it to see the names and types of the remaining people. In the Timeline every person has a row of their own, so there is no such limit.

Note

The legend lists only active, non-private absence types. An absence of an inactive type is still drawn in the calendar, but it cannot be hidden with the legend.

Tip

To see who is away today, use the **Away today** block at the top of the **web part** (KB10342. How to See Who Is Away Today and Who Covers Them). The general layout of both views is described in KB10339. Team Absence Calendar: Timeline and Month Views.

Terms

List
A list is a storage unit in SharePoint. A list can contain columns of different types, content types, and views. A document library is a special type of list and therefore inherits the functionality of a list.

Site
A SharePoint site is a container for information within the SharePoint platform. Sites typically offer features such as document libraries, lists, calendars, discussion boards, and workflows, facilitating collaboration, communication, and document management within teams or across departments. Sites can be customized and configured to suit the specific needs and workflows of an organization.

View
A view is a saved configuration that determines which items of a list or library are displayed and how, including the columns, sorting, filtering, grouping, and layout. Views can be personal or public.

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.