KNOWLEDGE BASE ARTICLE

How to Filter the Calendar by Absence Type and Show or Hide Pending Requests

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Overview

On a busy team the **Team Absence Calendar** can show a lot at once: vacations, sick leave, remote work days, business trips and requests that nobody has approved yet. When you only want to answer one question - "Who is on vacation in November?" or "Which dates are already confirmed?" - you can narrow the picture directly in the **web part**, without editing the page.

This article describes the three **view** controls of the calendar:

- the **legend**, whose buttons hide and show absence types;
- the **Show requests pending approval** toggle in the toolbar;
- the **Show weekends (timeline)** option in the property pane.

It also explains what these controls do **not** change, so that a filtered view is never mistaken for the full picture.

Note

The legend and the toolbar toggle are personal view settings. They affect only your own screen and are not saved: when you reload the page, the calendar returns to the defaults that the page editor configured.

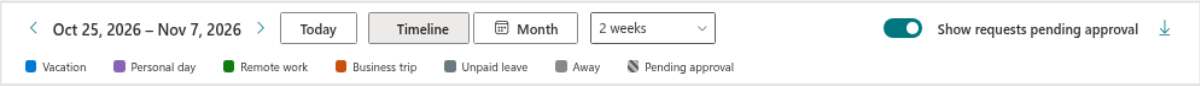
The legend

Under the toolbar the calendar shows a row of legend entries. It contains:

Legend entry	What it is	Clickable
One button per absence type	A colour swatch and the name of an **active** absence type that is **not private** (for example Vacation, Remote work, Business trip)	Yes
Away	A grey entry, shown when at least one absence type is private	No
Pending approval	A hatched entry, shown while pending requests	No

Legend entry	What it is	Clickable
	are visible	

The colours are the ones defined for each type in the AbsenceTypes **list**, so the legend doubles as the key to the bars on the timeline and the chips in the month view.



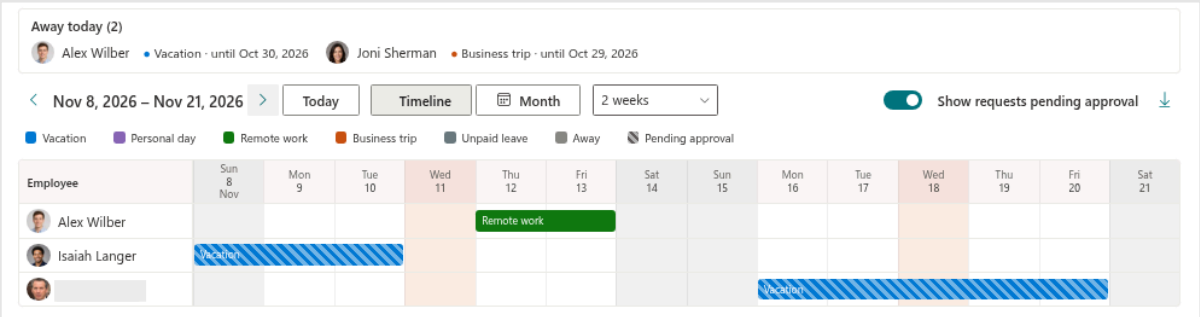
The legend of the Team Absence Calendar

Hide and show absence types

To concentrate on one kind of absence, switch the others off:

1 Open the page with the **Team Absence Calendar**.
2 In the legend, click the button of the type you want to hide, for example **Remote work**. The button becomes dimmed and the absences of that type disappear from the timeline or the month grid.
3 Hide further types in the same way.
4 Click a dimmed button again to bring that type back.

The filter works in both views, **Timeline** and **Month**, and it stays in place while you move between periods or switch the view.



The timeline with two absence types switched off in the legend

Warning

Private and inactive types cannot be hidden with the legend. Other filters, including the pending-requests toggle, still apply to them. KB10345. Private Absence Types: What Colleagues See in the Calendar.

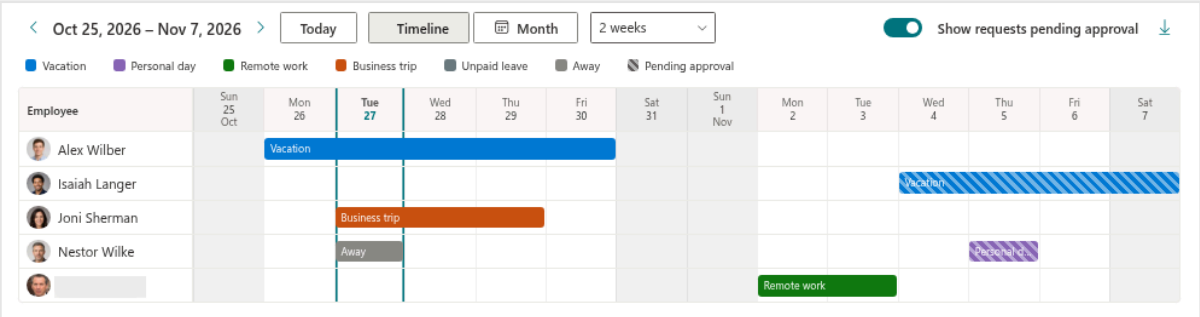
Show or hide pending requests

A request that has been submitted but not yet decided has the status **Pending approval**. In the calendar such absences are drawn **hatched**, so they are easy to tell from approved ones. Rejected and cancelled requests are never loaded into the calendar at all.

Use the **Show requests pending approval** toggle on the right of the toolbar to include or exclude the hatched absences:

- **On** - approved and pending absences are shown, and the legend adds the hatched **Pending approval** entry. This is the best choice when you plan your own time off and want to see everything that might be taken.
- **Off** - only approved absences are shown. Choose this to see the confirmed picture, for example when you prepare a schedule or a handover.

The initial position of the toggle is set by the page editor in the property pane (group **Appearance**, option **Show requests pending approval**). Every viewer can then change it for their own session using the toolbar.



The pending approval toggle: hatched requests shown and hidden

Hide weekends on the timeline

The timeline can drop non-working days to leave more room for the days that matter. This is a setting of the page, not of the viewer, so it is made by a page editor:

1 Open the page in edit mode and select **Edit web part** on the Team Absence Calendar.
2 In the **Appearance** group, switch **Show weekends (timeline)** off.
3 Republish the page.

With the option off, the non-working days are removed from the timeline columns, and an absence bar covers only the visible columns. Which days count as non-working is defined by the working week of the **site**, not simply by Saturday and Sunday: with a

Sunday–Thursday week, for example, Friday and Saturday are the days that disappear. The option is by default on, and it has no effect in the **Month** view.

What the filters do not affect

The view controls change what is drawn in the timeline and in the month grid. Several things stay as they are:

- The **Away today** block at the top of the calendar always lists everyone who is away today with an approved absence in the selected scope. It ignores the legend and the pending toggle.
- **Who is shown.** The scope determines the available people. In My team, My direct reports and My department, filtering types does not remove their rows. In Everyone with absences, a person's row disappears if the filters hide all their absences in the period.
- **The CSV export** follows the filters. The file contains exactly the absences that are visible after the scope, the pending toggle and the legend filter are applied. If you hide a type and then export, that type is not in the file. See KB10344. How to Export the Team Absence Calendar to CSV.
- **Hidden weekends** only change the display. An absence that falls on hidden days is not drawn, but it is still exported.

Tip

Before you conclude that nobody is away, check the legend: a dimmed button means that a type is hidden. To restore the full picture, click each dimmed button once, or reload the page.

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.