KNOWLEDGE BASE ARTICLE

How to Export the Team Absence Calendar to CSV

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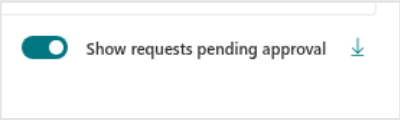
Overview

The **Team Absence Calendar** is meant for looking at who is away and when. Sometimes, though, you need the same information in a table: to count the days of a project team in November, to hand a **list** to a colleague who has no access to the page, or to build a report in Excel. For that, the calendar can export the absences that are currently on screen to a **CSV file** with one click.

This article explains how to run the export, exactly which absences end up in the file, what the columns contain and how to open the file in Excel without a broken layout.

Export the calendar

1 Open the page with the **Team Absence Calendar**.
2 Set up the **view** that you want to export:
3 Click the download icon **Export to CSV** on the right of the toolbar.
4 The browser saves the file `absences—<from>_<to>.csv` to its usual downloads folder.



The Export to CSV icon in the toolbar

What is exported

The file includes absences that overlap the selected period and match your scope, pending-request toggle and legend filters. Hidden timeline days and the row limit in Everyone with absences do not exclude records from the export.

Setting in the calendar	Effect on the file
Timeline	The period shown on the screen: the week, the two weeks or the month, as selected in the range list
Month	The whole grid of six weeks, including the days of the neighbouring months that are dimmed on the screen
Whose absences to show	Only the people of the chosen scope

Setting in the calendar	Effect on the file
	(KB10340. How to Choose Whose Absences the Team Absence Calendar Shows)
Show requests pending approval	When off, pending requests are not in the file
Legend buttons	Types that you have hidden are not in the file
Show weekends (timeline)	No effect: an absence that falls on hidden days is still exported

Only approved and pending absences are ever loaded into the calendar, so rejected and cancelled requests never appear in the file. An absence that starts before the period or ends after it is exported **with its full dates**, not trimmed to the period. The rows are ordered by start date.

Note

The export is available to every viewer of the page and contains only what that viewer can see in the calendar. A file exported from the **Everyone with absences** scope can contain more people than the timeline shows if their number exceeds the **Maximum people shown** limit, because the limit applies to the rows of the timeline, not to the file.

The file

Property	Value
File name	`absences-<from>_<to>.csv`, where the dates are the first and the last day of the exported period in the form `2026-11-02`, for example `absences-2026-11-02_2026-11-15.csv`
Encoding	UTF-8 with a byte order mark (BOM), so that Excel reads names with accents, Cyrillic or Japanese characters correctly

Property	Value
Separator	Semicolon (`;`)
Line ending	Carriage return and line feed
Quoting	Values that contain a semicolon, a quotation mark or a line break are enclosed in double quotation marks
Language	The column headers use the language of the page

The columns

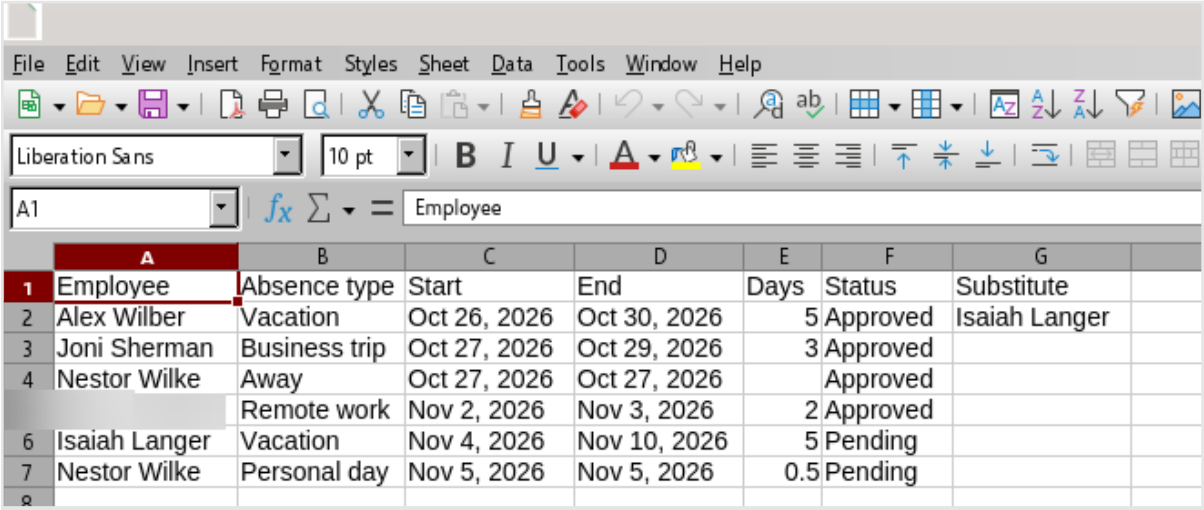
Column	Content
Employee	Display name of the person
Absence type	Name of the absence type, or **Away** for a private type (see below)
Start	First day of the absence, as a short date in the language of the page, for example `2 Nov 2026`
End	Last day of the absence, in the same form
Days	Number of working days of the request, with a decimal part for half days (for example `7.5`); empty for a private type
Status	`Pending` or `Approved`. These two values are always written in English, whatever the page language
Substitute	Display name of the substitute named in the request; empty when none was named

Open the file in Excel

Whether a double-click splits the columns correctly depends on the list separator in your regional settings. Microsoft Support.

If all the data lands in column A, your regional settings use another list separator. Import the file instead:

1 In Excel, open the **Data** tab and select **From Text/CSV**.
2 Choose the downloaded file.
3 Check that the file origin is **UTF-8** and set the delimiter to **Semicolon**.
4 Select **Load**.



	A	B	C	D	E	F	G
1	Employee	Absence type	Start	End	Days	Status	Substitute
2	Alex Wilber	Vacation	Oct 26, 2026	Oct 30, 2026	5	Approved	Isaiah Langer
3	Joni Sherman	Business trip	Oct 27, 2026	Oct 29, 2026	3	Approved	
4	Nestor Wilke	Away	Oct 27, 2026	Oct 27, 2026		Approved	
		Remote work	Nov 2, 2026	Nov 3, 2026	2	Approved	
6	Isaiah Langer	Vacation	Nov 4, 2026	Nov 10, 2026	5	Pending	
7	Nestor Wilke	Personal day	Nov 5, 2026	Nov 5, 2026	0.5	Pending	

The exported CSV file opened in Excel

The **Days** column always uses a decimal point (7.5). If your Excel is set to a decimal comma, half-day values may not be recognised as numbers; in that case replace the point with a comma in the column, or choose a file locale that uses the decimal point in the import dialog.

Tip

For a monthly total, use the Timeline Month range and export the required types and statuses. The Days column contains each entire request's total, including days outside the month. Recalculate cross-month requests for the month before summing, and account for blank private-type values; a simple pivot-table sum is not necessarily the month's total.

Private absence types in the file

The export follows the same privacy rule as the calendar. For an absence of a private type (by default **Sick leave** and **Parental leave**) that belongs to another person:

- the **Absence type** column contains **Away** instead of the type name;
- the **Days** column is empty;
- the **Start**, **End**, **Status** and **Substitute** columns are written as they are.

The absent person and the approver of that request see the real type and the number of days in their own export. The comment of a request is never exported. Details of the rule are in KB10345. Private Absence Types: What Colleagues See in the Calendar.

Warning

A CSV file leaves **SharePoint** and is no longer protected by the permissions of the **site**. It contains names and absence dates of employees, so store and share it in line with your company's rules for personal data.

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.

SharePoint
SharePoint is a web-based collaboration platform that provides content management, document management, workflow applications, search, and other tools that empower employees and teams to work together. SharePoint is also a secure place to store, organize, and access shared information.

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.