KNOWLEDGE BASE ARTICLE

Private Absence Types: What Colleagues See in the Calendar

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Overview

A team calendar is useful because everyone can see who is away. But not every reason for an absence is meant for everybody: a colleague does not need to know that someone is on sick leave or on parental leave. For this reason every absence type has a **private** setting. For an absence of a private type, the **Team Absence Calendar** shows other people only that the person is **Away** - without the type, its colour and the number of days.

This article explains who sees what, in which places the rule is applied, which types are private out of the box, how to change this and - just as important - what the rule does not protect.

What "private" means

Private is a flag of the absence type, stored in the **IsPrivate** column of the AbsenceTypes **list**. The flag is loaded with the calendar data, so it applies to **all** absences of the type, including those entered before you changed it.

The rule is simple. For an absence of a private type, the calendar replaces

- the name of the type with the grey label **Away**,
- the colour of the type with grey,
- and hides the number of days in tooltips and in the CSV file.

Everything else stays visible: whose absence it is, the dates, whether the request is still pending (hatched) and the substitute.

Who sees what

Viewer	Type name and colour	Number of days
The absent person	Real type, own colour	Shown
The approver of that request	Real type, own colour	Shown
Anyone else	**Away**, grey	Hidden

Two details are worth knowing:

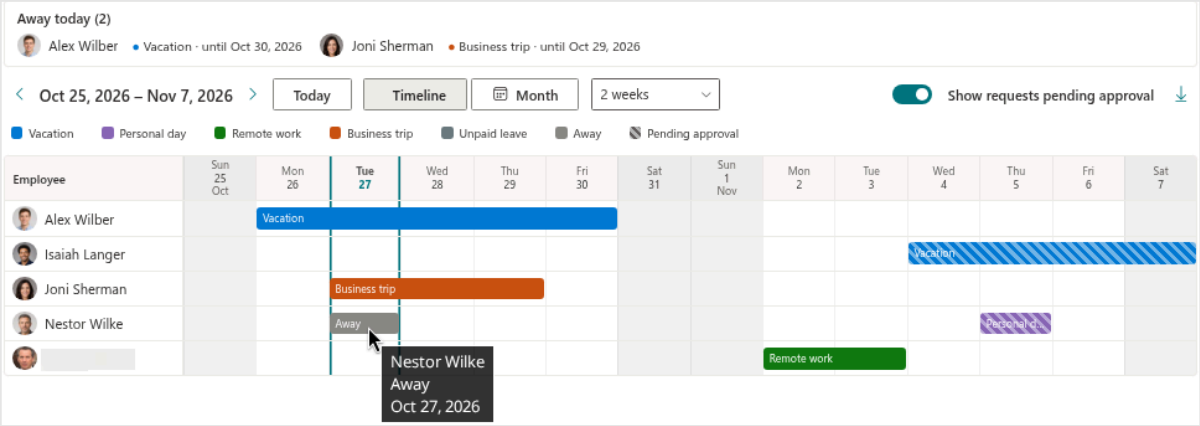
- The **approver** is the person stored on the request when it was submitted - normally the manager. If a type needs no approval, or if the requester is their own approver,

nobody is stored as approver. By default **Sick leave** does not need approval, so only the employee sees the real type; the manager sees **Away** too.
- The rule is evaluated for the signed-in user at the moment the calendar is drawn. A person who looks at their own private absence therefore sees it in full colour, while a colleague looking at the same bar sees it grey.

Where the rule is applied

Place	What a colleague sees
Timeline	A grey bar labelled **Away**. A half-day mark ("½") is still shown on the bar
Month **view**	A grey chip "Name · Away"
Away today block	The person with **Away** and the end date; "Covered by" is shown as usual
Tooltip	The person, **Away**, the period; no number of days. A pending request and the substitute are still mentioned
Legend	Private types have no buttons of their own; one grey **Away** entry represents all of them, and it cannot be switched off
CSV export	**Away** in the type column and an empty **Days** cell (KB10344. How to Export the Team Absence Calendar to CSV)
Request comment	Never shown in the calendar, whatever the type

The rule belongs to the Team Absence Calendar. In **My Absences** every employee sees their own requests with their real types, and an approver sees the type of the requests in the **Approvals** tab. In **Substitutions**, a manager sees the type of the approved absences of direct reports in the **No substitute** tab.



A private absence in the Away today block and in a tooltip

Private types by default

The seven types that are created during the initial setup of the absence lists on the **site** have these settings:

Absence type	Private	Requires approval
Vacation	No	Yes
Sick leave	**Yes**	No
Personal day	No	Yes
Remote work	No	No
Business trip	No	Yes
Unpaid leave	No	Yes
Parental leave	**Yes**	Yes

A type you add yourself is **not** private unless you set it so.

Change the setting

1 On the site that holds the absence lists, open the **AbsenceTypes** list.
2 Open the item of the type and change the **IsPrivate** value (**Yes** makes the type private, **No** makes it visible).
3 Save the item. The next time the calendar loads, the change applies to all absences of that type.

Details on the other columns of the list are in KB10352. How to Add and Configure Absence Types.

Title	Category	Color	RequiresAppro...	IsPrivate	AllowHalfDay	AnnualAllowance	Active
Vacation	Vacation	#0078d4	✓		✓	20.0	✓
Sick leave	Sick	#d13438		✓	✓	0.0	✓
Personal day	Personal	#8764b8	✓		✓	3.0	✓
Remote work	Remote	#107c10			✓	0.0	✓
Business trip	BusinessTrip	#ca5010	✓			0.0	✓
Unpaid leave	Unpaid	#69797e	✓		✓	0.0	✓
Parental leave	Parental	#e3008c	✓	✓		0.0	✓

The IsPrivate column in the AbsenceTypes list

What the rule does not protect

Warning

The privacy rule is applied when the **web part** displays data. It is not access control. Anyone who can open the **Absences** list itself on the site can read the real type, dates and comments of every request there. Item-level security for the lists is not part of this version.

Keep this in mind when you decide how to use it:

- Treat private types as a way to keep the calendar discreet, not as a guarantee of confidentiality.
- If strict confidentiality is required, limit the number of people who have access to the site and its lists to those who really need it.
- Do not write sensitive details, such as a diagnosis, in the request comment. The comment is not shown in the calendar, but it is stored with the request in the list.
- A deactivated type is not a private type: absences of an inactive type remain in the calendar under their own name unless the type is also marked private.

Note

The request keeps a copy of the type name made at the time of the request. If you rename a type later, old requests continue to show the old name; the private flag, however, is always read from the type, so it applies to old requests after the calendar data is reloaded.

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.