KNOWLEDGE BASE ARTICLE

How to Add and Configure Absence Types

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Overview

Every absence request in Vitextra **Absence & Coverage** has a type: Vacation, Sick leave, Remote work and so on. The types are not hard-coded. They are rows of the `AbsenceTypes` **list** on the product **site**, and that list decides which types employees can pick, which color each type has in the calendar, whether a request needs approval, whether colleagues see the type name, whether half days are allowed and how many days per year an employee is entitled to.

The product has no administration **web part** in this version, so you manage types directly in the list. This article explains every column, lists the seven types that are created by default and shows how to add, change and switch off a type.

Note

You need edit access to the product site. Changes apply as soon as users reload the page; nothing has to be published or deployed. Color and privacy changes are applied after the calendar reloads its type data. The employee and the approver recorded on the request can still see the name of a private type.

Open the AbsenceTypes list

1 Open the product site - the site you selected for the web parts (see KB10324. How to Add the Absence & Coverage Web Parts to a Page and Select the Site).
2 Go to **Site contents** and open the `AbsenceTypes` list.

The list is filled with seven types when it is created. The names are written in the language of the person who selected the site first and are stored as plain text; they are not translated later for other users.

AbsenceTypes

Title	Category	Color	RequiresAppro...	IsPrivate	AllowHalfDay	AnnualAllowance	Active	SortOrder	+ Add column
Vacation	Vacation	#0078d4	✓		✓	20.0	✓	10	
Sick leave	Sick	#d13438		✓	✓	0.0	✓	20	
Personal day	Personal	#8764b8	✓		✓	3.0	✓	30	
Remote work	Remote	#107c10			✓	0.0	✓	40	
Business trip	BusinessTrip	#ca5010	✓			0.0	✓	50	
Unpaid leave	Unpaid	#69797e	✓		✓	0.0	✓	60	
Parental leave	Parental	#e3008c	✓	✓		0.0	✓	70	

The AbsenceTypes list with the seven default types

Columns of the AbsenceTypes list

Column	Meaning	Default for a new row
`Title`	The name of the type shown in the request form, in the calendar and in the balance cards	-
`Category`	`Vacation`, `Sick`, `Personal`, `Remote`, `BusinessTrip`, `Unpaid`, `Parental` or `Other`	`Other`
`Color`	A hex color such as `#0078d4`, used for the type in the calendar, in the legend and in My Absences	Blue `#0078d4` is used when the cell is empty
`RequiresApproval`	Yes: the request waits for the approver. No: the request is approved at once	Yes
`IsPrivate`	Yes: colleagues see only "Away" instead of the type name	No
`AllowHalfDay`	Yes: the request form offers the half-day check boxes	Yes
`AnnualAllowance`	Days per year, one decimal. `0` means no default limit or balance card unless an individual `Balances` row exists	0
`Active`	Yes: the type can be selected in new requests	Yes
`SortOrder`	The order of types in the	0

Column	Meaning	Default for a new row
	request form; equal values are sorted by name	

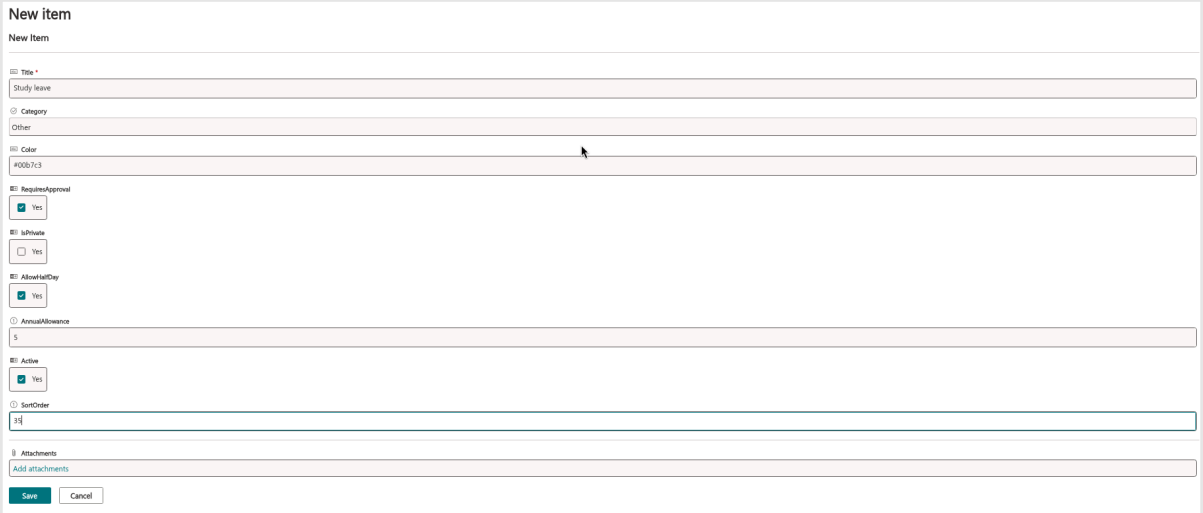
The default types

Type	Color	Approval	Private	Half days	Days per year
Vacation	`#0078d4`	Yes	No	Yes	20
Sick leave	`#d13438`	No	Yes	Yes	no limit
Personal day	`#8764b8`	Yes	No	Yes	3
Remote work	`#107c10`	No	No	Yes	no limit
Business trip	`#ca5010`	Yes	No	No	no limit
Unpaid leave	`#69797e`	Yes	No	Yes	no limit
Parental leave	`#e3008c`	Yes	Yes	No	no limit

The sort order of the default types is 10, 20, 30 and so on, which leaves room to insert your own types between them.

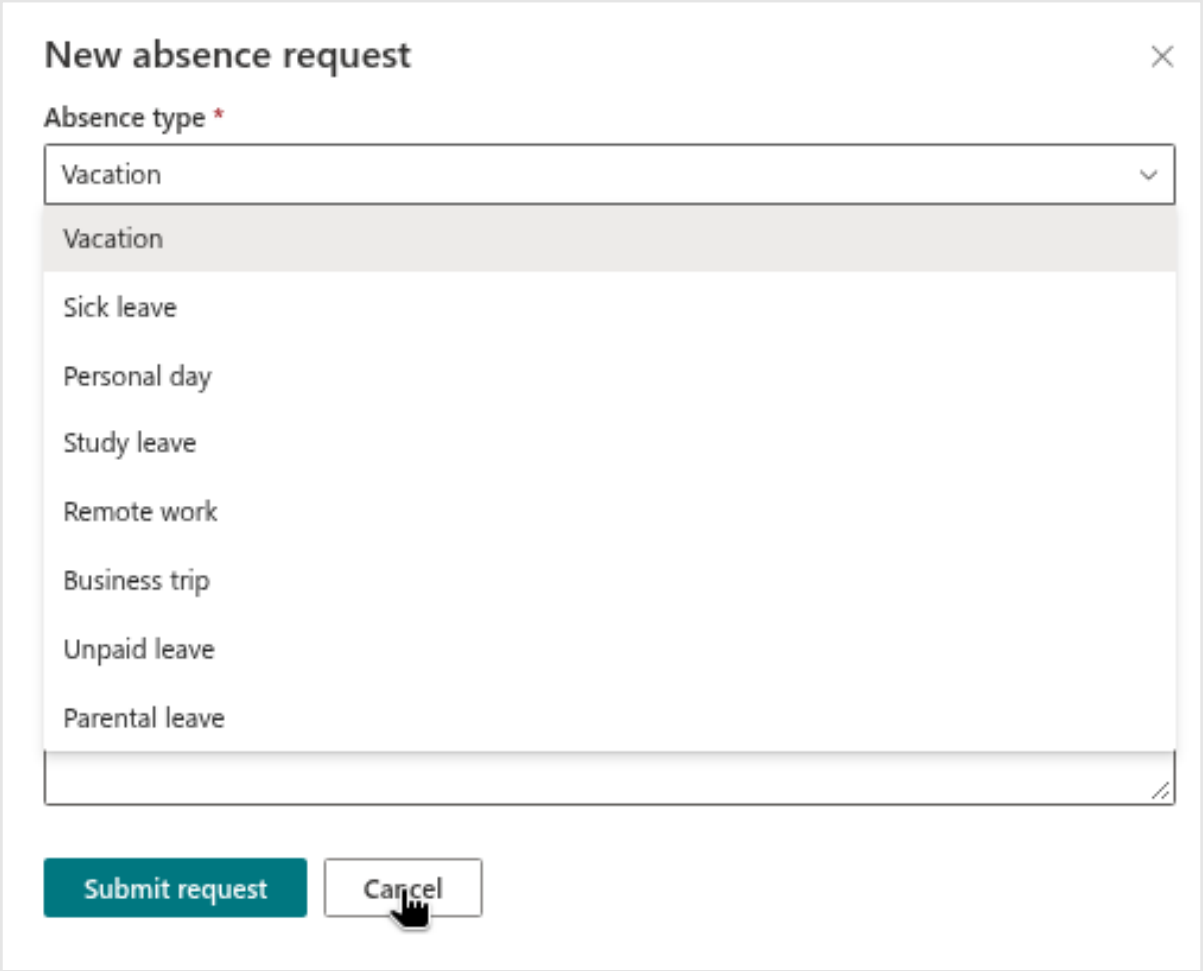
Add an absence type

1 In the `AbsenceTypes` list, add a new item.
2 Enter the `Title`, for example "Study leave".
3 Choose the `Category` that fits best.
4 Enter a `Color` as a hex value, for example `#00b7c3`.
5 Set `RequiresApproval`, `IsPrivate` and `AllowHalfDay` as needed.
6 Enter `AnnualAllowance` if the type has a yearly limit; leave `0` otherwise.
7 Enter a `SortOrder` that places the type where you want it in the list.
8 Keep `Active` switched on and save the item.



A new absence type in the AbsenceTypes list

Employees see the type in the **Absence type** drop-down of the request form after reloading the page and opening the panel.



The new type in the request form

Choosing the settings

- **Approval.** A type without approval (Sick leave and Remote work by default) is approved when the employee submits it. Employees see a note about this in the request form. For the rules that decide who approves a request, see KB10336. Who Approves Absence Requests: Manager, Fallback Approver and Self-Approval.
- **Private types.** Use `IsPrivate` for absences that colleagues should not read in the calendar, for example sickness. Details are in KB10345. Private Absence Types: What Colleagues See in the Calendar.
- **Half days.** Switch `AllowHalfDay` off for types that are booked in full days only; the half-day check boxes are then hidden. See KB10327. How to Request Half a Day Off.
- **Yearly allowance.** With a value above `0`, My Absences shows a balance card for the type. The value is the default for every employee; individual entitlements and carry-over days are set in the `Balances` list (KB10353. How to Set Yearly Entitlements and Carry-Over Days).
- **Category.** In this version the category matters in one place only: absences of the `Remote` category are not reported as missing a substitute in the Substitutions web part. The other values only classify the type.
- **Color.** Pick colors that stay distinguishable next to each other, because the calendar uses them for the bars and for the legend.

Change, switch off or delete a type

What happens to requests that already exist depends on the change.

Change	Effect on existing requests
New `Color` or new `IsPrivate` value	Applies to all requests of the type at once, past and future, because the web parts look both up by the type ID when they draw the calendar
New `Title`	New requests carry the new name. Older requests keep the name they were submitted with, in My Absences, the calendar tooltips and the CSV export; the legend shows the new name
New `RequiresApproval`, `AllowHalfDay` or `AnnualAllowance`	Only new requests follow the new rule. Balance cards recalculate with the new allowance

Change	Effect on existing requests
`Active` switched off	The type disappears from the request form and from the calendar legend. Existing requests stay visible in the calendar. In My Absences the balance card of the type is hidden and the colored dot of its requests turns gray
Item deleted	Not recommended, see below

Warning

Do not delete a type that has requests. Requests refer to the type by its item ID, so after deletion they lose their color, their balance and their privacy rule: an old absence of a private type is then shown with its real name, and it is no longer reported as an absence without a substitute. Switch the type off with `Active` instead.

Tip

If no type is active, the **New request** button is disabled and My Absences asks you to add types to the `AbsenceTypes` list. To see how the settings show up for employees, read KB10325. How to Request Time Off in My Absences.

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.

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.