

Viewing Scheduled Absences







Any upcoming absences that you have created in Absence Management can be found under the "Scheduled Absences" tab on your home page. The number on the tab indicates how many absences you have scheduled.

The screenshot shows the Absence Management interface for Victoria County School District. The top navigation bar includes "Absence Management", "Victoria County School District", a help icon, and the user "Amy Pond Employee". A sidebar on the left contains navigation icons. The main area features three calendar views for January 2020, February 2020, and March 2020. Below the calendars are three tabs: "Create Absence", "2 Scheduled Absences", "2 Past Absences", and "0 Denied Absences". The "Scheduled Absences" tab is active, displaying a table of scheduled absences.

Date	Reason	Location	Duration	Time	
CONFIRMATION # 400391502 COULSON, PHIL / APPROVED View Details					
20 Jan - 21 Jan 2020	Personal Day	VC Elementary Schools	Full Day	7:00 AM - 3:00 PM	
CONFIRMATION # 396507552 BAKER, TOM / UNAPPROVED View Details					
31 Jan 2020	Personal Day	VC Elementary Schools	Full Day	7:00 AM - 3:00 PM	

Each absence is represented by two lines. The top line shows the confirmation number, fill status, and approval status. The second line shows the date of the absence, absence reason, and the times of the absence.

If the absence is a multi-day absence, you can expand it to view the individual days by clicking the **expand icon** (shown below).

Create Absence		2 Scheduled Absences		2 Past Absences		0 Denied Absences	
Date ▲	Reason	Location	Duration	Time			
CONFIRMATION # 400391502		COULSON, PHIL / APPROVED  				View Details	
20 Jan - 21 Jan 2020	Personal Day	VC Elementary Schools	 Full Day	7:00 AM - 3:00 PM			
CONFIRMATION # 396507552		BAKER, TOM / UNAPPROVED  				View Details	
31 Jan 2020	Personal Day	VC Elementary Schools	 Full Day	7:00 AM - 3:00 PM			

Once the absence is expanded, you will be able to see each day on its own line. Collapse the absence by clicking the **collapse icon** (shown above).