Fube

GUIDE

How to manage team holidays and absences in Fube



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How to manage your team's holidays and absences in Fube

> As the team grows, the holiday calendar no longer fits in anyone's head — or in the spreadsheet. Requests arrive by email, by chat or in passing; someone notes them down in an Excel file that someone else edits without telling anyone, and by the end of the year nobody knows how many days each person has left.

This guide is for team leads and administration staff who want to centralise absences in an orderly workflow: the employee makes a request, Fube counts the days, the balance updates itself and you approve or reject it, leaving a record.

Before you start, you need your team set up as employees, **with their annual holiday days entered on their record** — that number is the basis of the whole balance — and someone to approve them: whoever has the absence management permission or, for the people in their department, the head of that department. Each employee, on the other hand, can request their own from their own space without further ado.

Step 1 · Define your absence types (and know what each field decides)

Go to **Team > Time tracking > Absence types** and create the ones that reflect your reality: holiday, sick leave, personal matters, paid leave, moving house, medical appointment, unpaid leave, whatever you need.

Of all the fields on the form, **only one really decides anything, and several are just notes**. It's worth knowing which is which before you build your list.

The category is the only thing that changes behaviour. Each type is assigned to one of Fube's categories — Holiday, Sick leave, Personal matters, Maternity, Paternity, Family bereavement, Marriage, Moving house, Medical appointment, Unpaid leave or Other — and **only the Holiday category uses up days from the annual allowance**. A sick leave is recorded without touching that person's holiday balance, and the same goes for everything else. There is no ‘uses up balance’ switch: the category decides, full stop.

The other fields are saved and displayed, but Fube does not check them. This needs saying plainly, because it's easy to build an entire policy on top of fields that don't support it:

Field	What it does today
Max. days per year	Saved and shown in the list. **Does not block** a request that exceeds it
Minimum notice (days)	Saved. **Does not block** a request made for tomorrow
Requires approval	Saved. **Every** request starts as pending, whatever this field is set to
Allow half days	Saved. **Does not prevent** marking a half day on a type that has it turned off
Paid	Informational note for your accountant: Fube does not calculate payroll

Use them to document your policy — they're useful so the team knows where they stand — but **not as a control**. If you need something to actually be enforced, you do the check yourself when approving.

One field on the record does take effect: **Payroll incident**. If you fill it in (absence, leave, deduction or other), every approved absence of that type is automatically sent to payroll as an incident of that type when you click **Generate incidents** for the period. Left empty, as it is by default, it generates nothing.

Step 2 · The employee requests their days

Each person requests their absences from their own space, without going through administration. They choose the **type**, the **start date** and the **end date**, tick **Half day (start)** or **Half day (end)** if either end is a half day, and add a **reason** if they want to give some context.

Once saved, the request has the status **pending**. Always. And there is one check that is real and saves a lot of hassle: **Fube rejects a request that overlaps with another from the same person**. No double absences slip through for the same period.

You'll find it explained from the employee's side in the **employee portal** guide.

Step 3 · Fube counts the days for you

You don't have to add anything up by hand. As soon as the dates are set, Fube calculates the days **actually used**:

- It counts only **working days** according to the **schedule assigned to that person**, so weekends — or the days they have off — aren't included.
- It deducts the **public holidays in the company calendar**. Be careful with this if you have workplaces in different regions: the public holiday calendar is **one for the whole company**, not per workplace, so local holidays that aren't shared by all of them will need to be checked.
- It subtracts **0.5 for each end marked as a half day**.
- It limits the period to the person's **employment window**: nothing before their start date or after their leaving date is counted.

Monday to Friday is five days; if Friday is requested as a half day, 4.5; and if a public holiday falls in between, 3.5. The result is saved on the request, so there's nothing to argue about regarding how many days it covered.

Step 4 · The balance goes down when you approve, not when they request

This is the most confusing point and the one worth explaining to the team from day one.

The available balance only changes on approval or cancellation. While a request is pending, the employee's available balance stays the same: requesting doesn't reserve anything.

This has a practical consequence worth bearing in mind when you manage several people: **two pending requests can add up to more days than are left**, and the insufficient balance warning doesn't appear until you approve the second one. If you have a queue of requests against the same balance, look at them together before approving them one by one.

There's also a calculation that almost nobody expects and that is usually right: **if the person joined mid- year, their first-year days are prorated** in proportion to their start date. Someone who joins on 1 July with 22 days assigned doesn't start that year with 22 available.

Step 5 · Approve or reject (and be prepared for approval to fail)

Who decides, and who gets notified

A pending request can be resolved by two people, and whoever gets there first settles it:

- **HR**: the Owner and the HR Manager, who resolve requests for the whole workforce.
- **The head of the department** of the person making the request, if their department has one and it is active. They approve or reject it without having an HR role, but only for their own people and never their own requests: the head's own requests are resolved by HR. How a head is appointed is covered in the guide to **organising your workforce into departments**.

As soon as the request is saved, Fube sends the *New absence request* notification (in Fube's notifications, not by email) to anyone who has the Owner, Administrator or HR Manager role among their roles, and to that person's department head. Each person receives it only once, even if they meet both conditions, and the person making the request never receives it. For a head who is not in HR, the notification takes them to their inbox; for everyone else, to the absences list. Watch out for one detail: the Administrator receives the notification, but their role does not include HR permissions, so they cannot approve it.

If you're in HR

Pending requests arrive in **Team > Time tracking > Absences**. From there you filter the ones awaiting a decision and, to find out who else is away on those dates, you open **Team > Time tracking > Absence calendar**: the whole month, with the name of whoever is off each day and the public holidays. The person's balance is on their profile.

If you're the head of a department

You'll find them in **Team > Team** (the *My team* screen), in the **Pending approval** card: each pending request from your people with their name, the absence type, the dates and the reason they wrote, plus the **Approve** and **Reject** buttons. Rejecting opens the same dialog as in HR, with an optional rejection reason. That card also shows your people's hour balances awaiting validation. What you don't have is everything else: you can't cancel or edit an absence or see the absence calendar, which remain HR's job.

Approving and rejecting

Wherever you do it from:

- **Approve**: the request becomes approved and a record is kept of who reviewed it and when.
- **Reject**: it becomes rejected, and you can leave a note with the reason.

Only **pending** requests can be resolved, and every status change is tracked (who, when and with what note), which is exactly what a shared Excel spreadsheet doesn't give you.

And now for what most people discover the day it happens to them: **approving isn't always possible**. If the person doesn't have enough days left, Fube blocks the approval with a message along the lines of *'Insufficient holiday balance: 5 days requested and only 2 available'*.

That check uses the **hard balance** (days allocated minus days already approved), without counting pending days as used. It makes sense: to decide whether you can approve *this* request, what matters is what's already committed, not what others have requested that is still unresolved. But it explains a situation that looks contradictory and isn't: **the employee may see 0 days available while you can still approve a request for them**, because they're seeing the balance including reservations and you're deciding against the committed balance.

If the allocated balance is wrong (the classic case: it was left at zero when the person was added), correct it on the person's profile and approve again. If you're the head of the department, the profile isn't yours to edit: ask HR to do it.

Edge cases and common mistakes

- **Overlaps.** If someone requests dates that overlap with another of their requests, Fube warns them and won't let the second one be recorded.
- **Cancelling once approved.** The employee can cancel their request whether it's pending or already approved, as long as it hasn't started; HR can too (the department head can't), and in that case the person receives a notification that it has been cancelled. The days go back into the balance. An approved absence that has already started can't be cancelled, because that would also return the days already taken: if the person came back early, correct the dates on the request.
- **Changing what's pending.** The employee can edit or delete one of their requests while it's pending; once it's approved or rejected, they can't.
- **A type marked as ‘does not require approval’ and the request is still pending.** That's expected: that field doesn't change the workflow. Every request goes through you.
- **Someone requests more days than the type allows, or with two days' notice.** Fube doesn't block it. You carry out that check when reviewing the request.
- **Sick leave that ‘shouldn't’ use up holiday.** It doesn't, as long as the type is in a category other than Holiday. If it is deducting days, check the type's category, not its fields.
- **You can't approve someone's holiday.** Check the person's allocated balance on their profile: being blocked by an insufficient balance is the most common cause.

Frequently asked questions

How many days of holiday are required by law?

In Spain the statutory minimum is 30 calendar days a year, and your collective agreement may improve on it. Fube doesn't set or validate that minimum: you allocate each employee's balance on their profile. For the exact calculation that applies to you, check with your employment adviser.

Does sick leave count against the holiday balance?

No, as long as the absence type is in a category other than **Holiday**. What decides it is the type's category, not any balance setting: only Holiday category types use up days.

Can I make an absence type skip approval?

Not at the moment. Every request starts as pending and goes to HR (and to the department head, if there is one), whatever the *Requires approval* field is set to. What you can do is resolve those types without a second look, in a couple of clicks.

An employee has requested days and their balance hasn't gone down. Is something wrong?

No. The balance is recalculated **on approval** and on cancellation, not when the request is made. Until you resolve the request, their available balance stays the same.

Can I see at a glance who is away?

Yes, in **Team > Time tracking > Absence calendar**. It shows the whole month: for each day, the name of anyone with an approved absence (the type appears when you hover over it) and the company's public holidays. If more than three people are off on the same day, three are shown plus a *+N more* for the rest. You change month with the arrows or by picking one. On a phone, where the month doesn't fit, it switches to a list of the days when someone is off or there's a public holiday, with the type of each absence visible.

Only **approved** absences are included: pending ones are in **Absences**. And it's visible to whoever manages the workforce's absences (the owner and the HR Manager), because an absence shows what type it is, and sick leave is health data: an employee doesn't see their colleagues' absences. A department head doesn't have this calendar either; what they do see are their people's **pending** requests, with their type and reason, because they're the one who decides on them.

For today, in addition, **Team > Team** (the *My team* screen) shows each person with their status, and anyone with an approved absence appears as *Holiday* or *Absent*. And each person has their own calendar, with their absences and public holidays, in their **Team** summary and, for the whole year, in **Team > My absences**.

And where are public holidays set up?

In **Team > Time tracking > Public holidays**, for the whole company. You'll find the details in **public holidays**.

Get your team's absences in order

Replacing the holiday spreadsheet with a workflow with tracked approval makes a difference straight away: requests arrive in one place, are resolved with a click and the balance keeps itself up to date. And if you take away two ideas from this guide, let them be these: **the type's category is what decides whether it uses up balance**, and **the balance changes on approval or cancellation, not when someone makes a request**.

You can see the details on the **holidays and absences** page or, if you're still setting up the team, start by **adding your people**. When you're ready, **try Fube** without a card and let your team's absences balance themselves.

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