

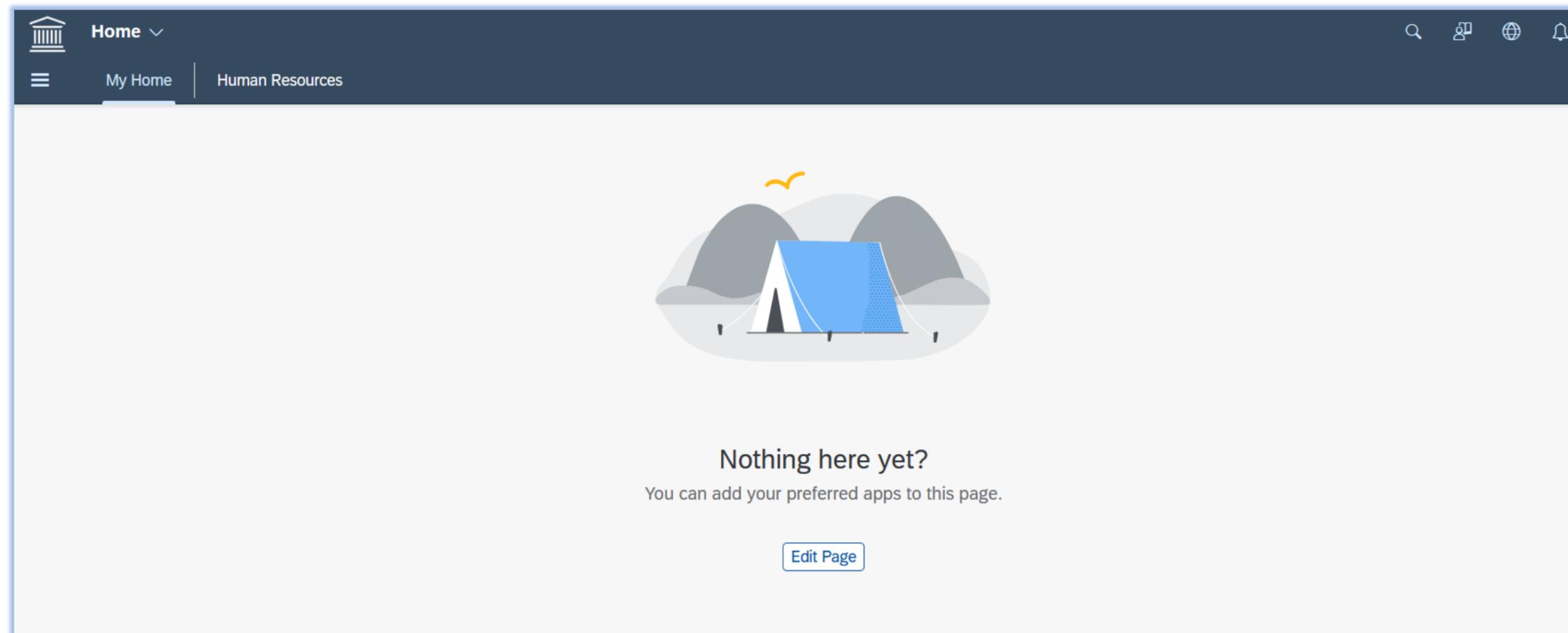
WELCOME @ GHENT UNIVERSITY

Request absence and display calendar

ACCESS TO SAP MYAPPS

On a desktop, tablet or smartphone

- Navigate to sapmijnapps.ugent.be, preferably use Google Chrome
- Frequent use? Save the site as a favorite or as a start tile in your browser
- Change your preferred language to English



WHERE CAN YOU REQUEST ABSENCE?

The screenshot shows a web application interface for Human Resources. At the top, there is a dark blue navigation bar with a 'Home' dropdown menu and a hamburger menu icon. Below this, there are two tabs: 'My Home' and 'Human Resources', with a blue arrow pointing to the 'Human Resources' tab. The main content area is divided into two sections: 'Personal Data' and 'Availability Management'. The 'Personal Data' section contains three widgets: 'Mijn e-Personeelsdossier Weergeven' (with a person icon), 'My Personal data Manage' (with a person and bar chart icon), and 'My Work Data Manage' (with a person and key icon). The 'Availability Management' section contains three widgets: 'My Inbox Approve' (with a checkmark and '0'), 'Absence Request' (with a clock icon, '19,0', and 'Day(s) Remaining'), and 'Calendar Display' (with a calendar icon). A blue arrow points from the 'Availability Management' section to the 'Absence Request' widget.

WHERE CAN YOU REQUEST ABSENCE?

The screenshot shows a calendar for March 2025. The days are color-coded: grey for non-working days, yellow for requested days, and green for approved days. The 'Type' dropdown is set to 'Vacation'.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
9	23	24	25	26	27	28	1
10	2	3	4	5	6	7	8
11	9	10	11	12	13	14	15
12	16	17	18	19	20	21	22
13	23	24	25	26	27	28	29
14	30	31	1	2	3	4	5

Legend:

- Today
- Non-Working Day
- Requested
- Approved

Type:

- Mark one or multiple vacation days in the calendar
- Select a full day, morning or afternoon
- Select 'Vacation' in the 'Type' field
- Click on the 'Save' button

Yellow colour: vacation days are requested

Green colour: requested vacation days are approved by your supervisor

Grey colour: non-working days (public holidays, compensation days, fixed vacation days, service exemptions, ...)

WHERE CAN YOU REQUEST ABSENCE?

You forgot to register vacation days?

You can still register your vacation days retroactively

Your supervisor forgot to approve your vacation days?

Requested vacation days will be automatically approved by SAP MyApps 7 days after the scheduled vacation

HOW DO YOU DELETE REQUESTED VACATION DAYS?

cancelling future leave that has already been approved?

Click on the requested day and then on the 'Delete' button at the bottom right.
After your supervisor approves the cancellation, the requested day will disappear.

cancelling future leave that has not yet been approved?

Click on the requested day and then on the 'Delete' button at the bottom right.
The registration will immediately disappear.

cancelling leave for today or in the past that has not yet been approved?

The request must be rejected by your supervisor.

EXPLANATION HOLIDAY COUNTER

Holiday counter (UGent + External):

	Hours	Days
Holiday counter current year	296,40	39,0
Holiday carried over from last year	76,00	10,0
Total holiday counter	372,40	49,0
Approved	106,40	14,0
Requested	22,80	3,0
Remaining	243,20	32,0

- **Holiday counter current year:** 39 vacation days for a full calendar year (2025) and if employed full-time
- **Holiday carried over from last year:** each calendar year it is allowed to carry over a maximum of 10 vacation days
- **Total holiday counter:** holiday counter current year + holiday carried over from last year

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Approved	106,40	14,0
Requested	22,80	3,0
Remaining	243,20	32,0

- **Approved:** already approved vacation days (self-requested and fixed vacation days)
- **Requested:** requested, but not yet approved, vacation days
- **Remaining:** holiday counter current year - fixed vacation days - already taken vacation days

EXPLANATION HOLIDAY COUNTER

Fixed vacation days

Fixed bridge day(s) + fixed vacation days during the Ghent Festivities (deducted from your total amount of vacation days)

Compensation days

Permitted absence days between Christmas and New Year (not deducted from your total amount of vacation days)

Service exemption

Dies Natalis and the 2nd of January (afternoon) (not deducted from your total amount of vacation days)

WORKING ON FIXED VACATION DAYS

Possible with your supervisor's authorization (only if required due to operational necessity)

HR helpdesk receives a list from the department with employees working on these days

Late request?
Supervisor sends an e-mail to hr@ugent.be (employee in cc)

HR helpdesk grants the employee permission to delete these days on SAP MyApps

Deleted fixed vacation days can be taken freely afterwards

WORKING ON COMPENSATION DAYS, PUBLIC HOLIDAYS OR SERVICE EXEMPTIONS

Possible with your supervisor's written approval
(only if required due to operational necessity)

Deleted compensation days, public holidays and service exemptions can be rescheduled
in consultation with your supervisor

Cannot be registered in the calendar on my SAP MyApps

HOLIDAY PAY

Statutory staff

- Paid in May
- 92% of the gross monthly salary for April

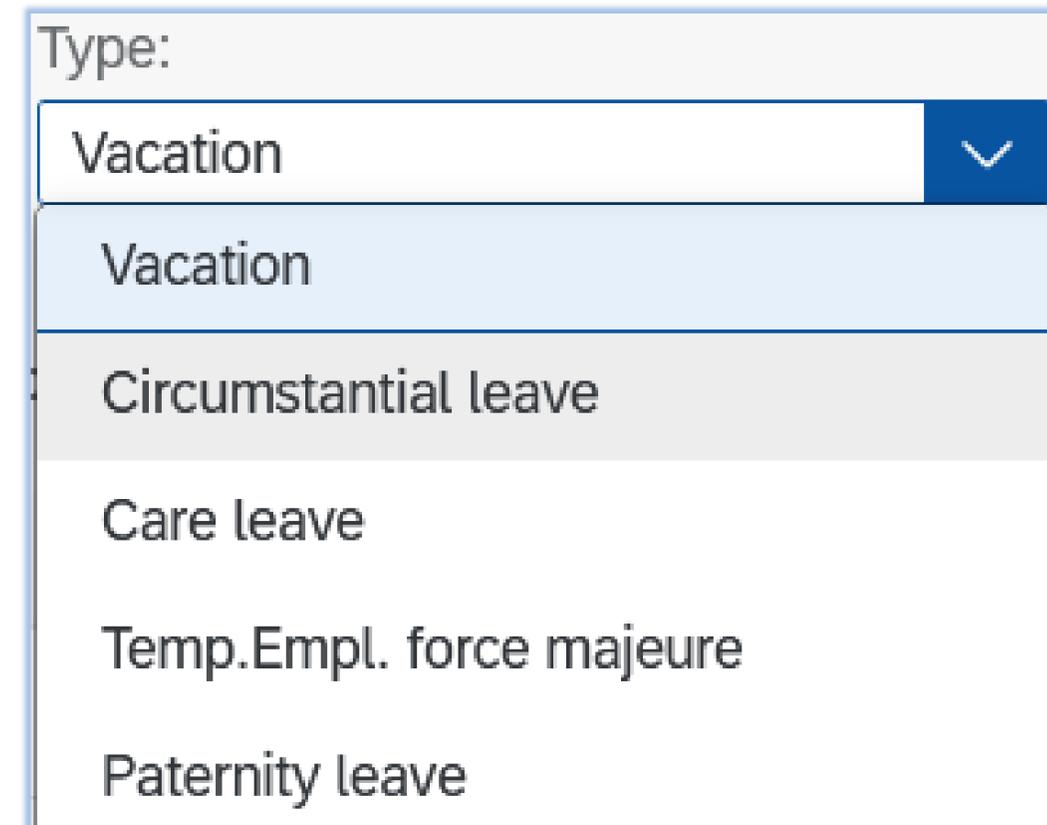
Contractual staff

- Paid in June
- 92% of the gross monthly salary for June
- Doctoral scholarship holders: different arrangement

OTHER TYPES OF VACATION

In the dropdown menu 'Type' you can also select other types of vacation:

- Circumstantial leave
- Care leave
- Temporary employment force majeure
(not available now)
- Paternity leave (= birth leave)



The image shows a screenshot of a web form with a dropdown menu. The label 'Type:' is positioned above the dropdown. The dropdown is currently open, showing a list of options. The first option, 'Vacation', is highlighted in light blue. Below it are 'Circumstantial leave', 'Care leave', 'Temp.Empl. force majeure', and 'Paternity leave'. A dark blue button with a white downward arrow is located to the right of the dropdown box.

Type:
Vacation
Vacation
Circumstantial leave
Care leave
Temp.Empl. force majeure
Paternity leave

CIRCUMSTANTIAL LEAVE

Granted for certain family events such as marriage or death

Duration depends on the type of event and the degree of kinship or affinity

Can only be requested per working day
(regardless of the number of hours in that day)

Part-time employees are entitled to the same circumstantial leave
(regardless of their employment percentage)

Does not affect your salary, holiday pay and end-of-year allowance

REGISTRATION CIRCUMSTANTIAL LEAVE

< March 2025 >

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
9	23	24	25	26	27	28	1
10	2	3	4	5	6	7	8
11	9	10	11	12	13	14	15
12	16	17	18	19	20	21	22
13	23	24	25	26	27	28	29
14	30	31	1	2	3	4	5

Today Requested
 Non-Working Day Approved

Type:
Circumstantial leave

- Click on the tile 'Absence request'
- Select one or multiple days
- Change the type of leave to 'Circumstantial leave' and select the reason
- Click on the 'Save' button
- Send the required proof to hr@ugent.be

CARE LEAVE

Granted to provide personal care or support to a family member or relative (for medical reasons)

Maximum 5 working days per calendar year

Should not be taken consecutively

Can only be requested per working day

Does affect your salary, holiday pay and end-of-year allowance

REGISTRATION CARE LEAVE

< March 2025 >

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
9	23	24	25	26	27	28	1
10	2	3	4	5	6	7	8
11	9	10	11	12	13	14	15
12	16	17	18	19	20	21	22
13	23	24	25	26	27	28	29
14	30	31	1	2	3	4	5

Legend:

- Today
- Non-Working Day
- Requested
- Approved

Type: Care leave

- Click on the tile 'Absence request'
- Select one or multiple days
- Change the type of leave to 'Care leave'
- Click on the 'Save' button

PATERNITY LEAVE (BIRTH LEAVE)

Granted to the father or co-mother when the spouse or cohabiting partner has given birth

Entitled to 20 working days

Must be taken within 4 months, from the date of birth, and can be spread

Can only be requested in full working days
(Taking half a day = a full day)

SALARY BIRTH LEAVE

Statutory staff

- First 10 days: full salary
- From day 11:
82% of the salary

Contractual staff

- First 3 days: full salary
- From day 4:
82% of the capped gross salary
- Paid by the health insurance fund

REGISTRATION PATERNITY LEAVE (BIRTH LEAVE)

< March 2025 >

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
9	23	24	25	26	27	28	1
10	2	3	4	5	6	7	8
11	9	10	11	12	13	14	15
12	16	17	18	19	20	21	22
13	23	24	25	26	27	28	29
14	30	31	1	2	3	4	5

Today Requested
 Non-Working Day Approved

Type:
Paternity leave

- Click on the tile 'Absence request'
- Select one or multiple days
- Change the type of leave to 'Paternity leave'
- Click on the 'Save' button
- Send the required proof to hr@ugent.be

Attention: first add your child under the tile 'Manage my personal data' before registering paternity leave.

WHERE CAN YOU CONSULT THE CALENDAR?

The screenshot displays a web portal interface with a dark blue header. The header contains a logo on the left, a 'Home' dropdown menu, and a navigation bar with 'My Home' and 'Human Resources' tabs. A large blue arrow points down from the 'Human Resources' tab. Below the header, the 'Personal Data' section contains three white cards: 'Mijn e-Personeelsdossier Weergeven' (with a person icon), 'My Personal data Manage' (with a person and document icon), and 'My Work Data Manage' (with a person and briefcase icon). Below this is the 'Availability Management' section, which contains three white cards: 'My Inbox Approve' (with a checkmark and '0'), 'Absence Request' (with a clock icon and '19,0 Day(s) Remaining'), and 'Calendar Display' (with a calendar icon). A second large blue arrow points down from the 'Calendar Display' card.

WHAT CAN YOU SEE IN THE CALENDAR?

The screenshot shows a calendar interface for Glynis Ongena. At the top, there is a header with the word "Calendar" and a search icon. Below this, there are navigation options for "Week" and "Month". A filter bar contains several active filters: "Absence x", "Telework x", "Training x", "Bicycle Day x", and "Overtime x". To the right of the filters is a "Choose a Template..." dropdown menu and icons for trash, save, and a "My Team" button. The calendar grid shows dates from Monday, May 19, 2025, to Sunday, June 1, 2025. The grid is divided into three weeks: Week 21 (Mon 19 to Sun 25), Week 22 (Mon 26 to Sun 31), and Week 23 (Sun 1). The user's name "Ongena, Glynis" is listed on the left. The calendar cells show hours worked (e.g., 7u36H, 3u48H, 0u0H) and some cells contain a pink icon representing a public holiday. Three blue arrows point to specific elements: one to the filter bar, one to the "My Team" button, and one to the pink holiday icon.

	Mon 19	Tue 20	Wed 21	Thu 22	Fri 23	Sat 24	Sun 25	Mon 26	Tue 27	Wed 28	Thu 29	Fri 30	Sat 31	Sun 1
	Week 21							Week 22					Week 23	
Ongena, Glynis	7u36H	7u36H	3u48H	7u36H	0u0H	0u0H	0u0H	7u36H	7u36H	3u48H	0u0H	0u0H	0u0H	0u0H
					🔧						🔧 Public	🔧		

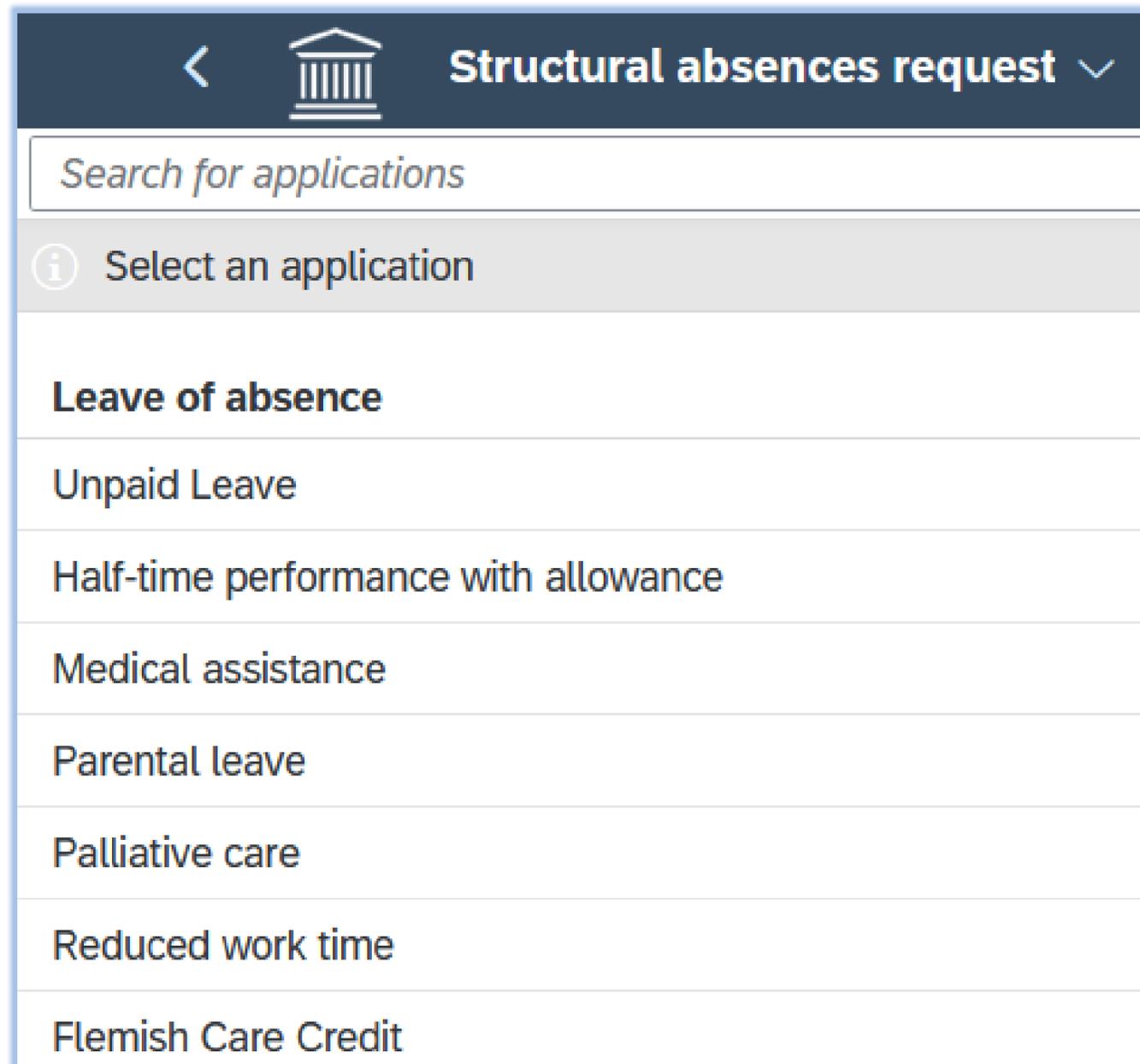
WHAT CAN YOU SEE IN THE CALENDAR?

- Absence:
Illness, (fixed) vacation days, public holidays, compensation days, service exemptions, leave and reduced work time
- Teleworking days
- Trainings (for which you registered via UTOP)
- Bicycle days
- Overtime
- My team: to consult colleagues' calendar
- History: overview of absence days within a certain period

WHERE CAN YOU REQUEST STRUCTURAL ABSENCES?

The screenshot displays a user interface for a university's HR system. At the top, there is a navigation bar with a 'Home' dropdown menu and a search icon. Below this, a secondary navigation bar shows 'My Home' and 'Human Resources', with a blue arrow pointing to 'Human Resources'. The main content area is divided into two sections: 'Personal Data' and 'Availability Management'. The 'Personal Data' section contains six tiles: 'Mijn e-Personeelsdossier Weergeven', 'My Personal data Manage', 'My Work Data Manage', 'My Commute data Manage', 'Language certificates and diploma's Manage', and 'Benefit In Kind Display'. The 'Availability Management' section contains seven tiles: 'My Inbox Approve', 'Absence Request' (showing 19,0 Day(s) Remaining), 'Calendar Display', 'Illness Register', 'Telework Register', 'Telework Charter Manage', and 'My Structural Absences Request'. A large blue arrow points to the 'My Structural Absences Request' tile.

WHERE CAN YOU REQUEST STRUCTURAL ABSENCE?



The screenshot shows a mobile application interface for requesting structural absences. At the top, there is a dark blue header with a back arrow, a building icon, and the text 'Structural absences request' with a dropdown arrow. Below the header is a search bar with the placeholder text 'Search for applications'. Underneath the search bar is a grey bar with an information icon and the text 'Select an application'. The main content area is a list of absence types, each on a separate line with a light blue background and a thin border. The list items are: 'Leave of absence', 'Unpaid Leave', 'Half-time performance with allowance', 'Medical assistance', 'Parental leave', 'Palliative care', 'Reduced work time', and 'Flemish Care Credit'.

- Select the type of absence
- Choose the interruption percentage
- Fill in the start and end date
- Fill in the work schedule (if applicable)
- Check the application
- Click on the button  to finalize the application
- **WATCH OUT:** Reduced work time and unpaid leave is only for ATP and WP group 3 (open-ended contract) staff members
- More information

WHERE CAN YOU CONSULT YOUR STRUCTURAL ABSENCES?

The screenshot displays a web application interface for Human Resources. The top navigation bar includes a 'Home' dropdown menu, a search icon, and a user profile icon. Below the navigation bar, the 'Human Resources' section is active, indicated by a blue arrow pointing to it. The main content area features several modules:

- My Inbox Approve:** Shows 0 items with a checkmark icon.
- Absence Request:** Shows 19,0 Day(s) Remaining with a clock icon.
- Calendar Display:** Shows a calendar icon.
- Illness Register:** Shows a stethoscope icon.
- Telework Register:** Shows a building icon with an arrow.
- Telework Charter Manage:** Shows a building icon with an arrow.
- My Structural Absences Request:** Shows a group of people icon with a double-headed arrow.
- My Structural Absences Display:** Shows a group of people icon with a double-headed arrow. A blue arrow points to this module from the 'My Inbox Approve' module.
- My Work Schedule Display:** Shows a document icon with a clock.

MORE INFORMATION?

- Leave and absence
- (Public) holidays
- Circumstantial leave
- Care leave
- Birth leave
- Holiday pay
- Technical questions? hr@ugent.be
- Other questions? verloven@ugent.be

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 Ghent University