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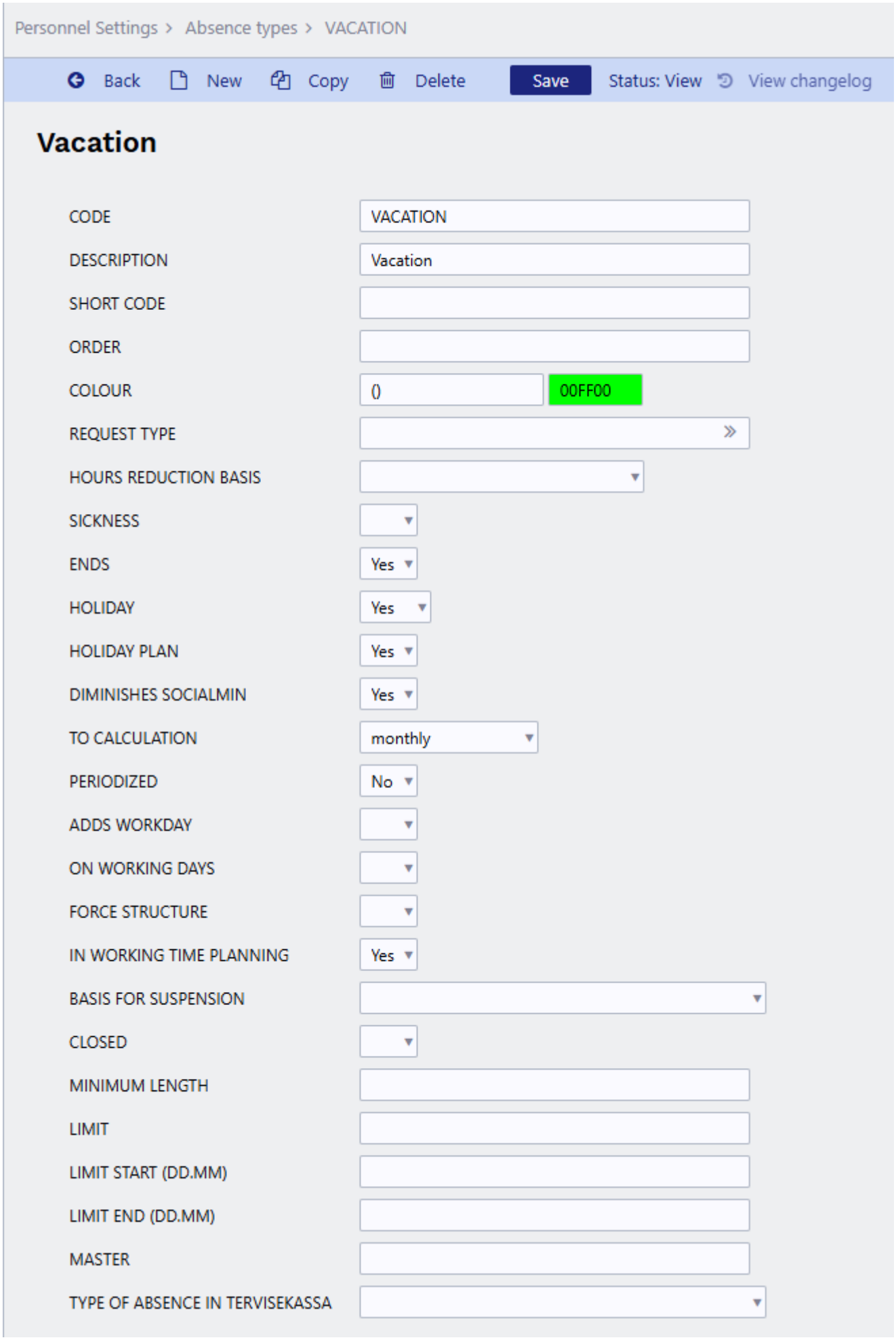
Absence types

Absence types are the different types of employee absences in Directo, for example annual holiday, sickness, study leave or unpaid leave. With the settings of an absence type, you define how Directo handles this absence: whether it reduces the holiday balance, standard hours and the social tax minimum, to which wage calculation it goes and whether it suspends the work relationship. Set up the absence types before you start entering employees' absences.

You can find the absence types in the menu `Settings → Personnel Settings →` **`Absence types`**.

Absence type card

On the absence type card, you can define the necessary settings for each absence type.


Personnel Settings > Absence types > VACATION
Back
New
Copy
Delete
Save
Status: View
View changelog
Vacation
CODE
VACATION
DESCRIPTION
Vacation
SHORT CODE
ORDER
COLOUR
()
00FF00
REQUEST TYPE
HOURS REDUCTION BASIS
SICKNESS
ENDS
Yes
HOLIDAY
Yes
HOLIDAY PLAN
Yes
DIMINISHES SOCIALMIN
Yes
TO CALCULATION
monthly
PERIODIZED
No
ADDS WORKDAY
ON WORKING DAYS
FORCE STRUCTURE
IN WORKING TIME PLANNING
Yes
BASIS FOR SUSPENSION
CLOSED
MINIMUM LENGTH
LIMIT
LIMIT START (DD.MM)
LIMIT END (DD.MM)
MASTER
TYPE OF ABSENCE IN TERVISEKASSA

You can set the following fields on the absence type card:

Code - the code of the absence type. Directo shows this code when absences are entered and in the Absences report. You can use numbers and letters in the code, but no spaces.
Description - the name of the absence type.
Short code - the symbol that Directo shows in the **Day table** view of the Absences report. By default, Directo shows the first letter of the absence type code there. If you want a different symbol, enter it here.
Order - the order in which Directo shows the absence types in MyDirecto and in the Absences report when you have selected splitting by type.
Colour - the colour that Directo uses for the absence in the **Day table** view of the Absences report. Enter the name of the colour or the colour code (for example `00FF00`).
Request type - if you use the MyDirecto holiday request function, the employee enters their absence request with this type, and the request reaches the employee card. The request type must be unique: the same request type cannot be linked to several absence types. Read more in the chapter Entering a holiday request of the Absences report guide.
Hours reduction basis - defines how Directo reduces the employee's standard hours during this absence:

- **based on workload** - the usual option if you do not use working schedules;
- **based on schedule working entries** - select this if you use working schedules and want, for example, to reduce the standard hours during sickness according to the planned working time;
- **does not reduce** - select this for an absence type that must not reduce the standard hours at all.

Sickness - select **Yes** if the absence is a sickness-type absence (the same applies to study leave). This option affects the number of days used as the basis for the average calendar day pay: if **Yes** is selected, Directo includes the public holidays falling within this absence in the days used as the basis for the average calendar day pay. You can see these holidays in the **Averages** view of the Wage Report, in the **S Holidays** column.
Ends - defines whether the employment contract is suspended during an absence of this type. Select **Yes** if the employee has the right to refuse to work, for example if they:

- take holiday;
- take unpaid leave;
- are temporarily incapacitated for work within the meaning of the Health Insurance Act;
- represent employees in cases provided for by law or a collective agreement;
- take part in a strike;
- are in compulsory military service or alternative service, or take part in reserve training;
- have another reason provided for in the employment contract, collective agreement or law.

Holiday - the options are:

- **Yes** - select only for an absence type that reduces the holiday balance (as a rule, only annual holiday);
- **No** - select for a type that you use to compensate overtime (a day off that does not change the employee's holiday balance);
- **Adds** - not used in Estonia; intended for other countries.

Holiday plan - defines whether the employee earns annual holiday during an absence of this type. During parental leave (formerly childcare leave), the employee does not earn annual holiday, so select **No** for this type.

Diminishes socialmin - defines whether an absence of this type reduces the social tax minimum. With **No**, Directo always calculates the social tax minimum for the days of absence (this must be the case, for example, for unpaid leave). With **Yes**, Directo does not count the days of absence of this type as days worked for social tax purposes.
To calculation - defines to which wage calculation Directo adds the absence. The options are **beginning of period**, **end of period** and **monthly**. For example, an employee has an absence from 27.12.2025 to 05.01.2026:

- **beginning of period** - Directo adds the absence to the calculation with the period 01.12.2025 – 31.12.2025, because the start date of the absence falls within the period of this calculation;
- **end of period** - Directo adds the absence to the calculation with the period 01.01.2026 – 31.01.2026, because the end date of the absence falls within the period of this calculation (for example sickness benefits);
- **monthly** - Directo splits the absence between two calculations: it adds the part 27.12.2025 – 31.12.2025 to the calculation with the period 01.12.2025 – 31.12.2025, and the remaining part 01.01.2026 – 05.01.2026 to the calculation with the period 01.01.2026 – 31.01.2026.

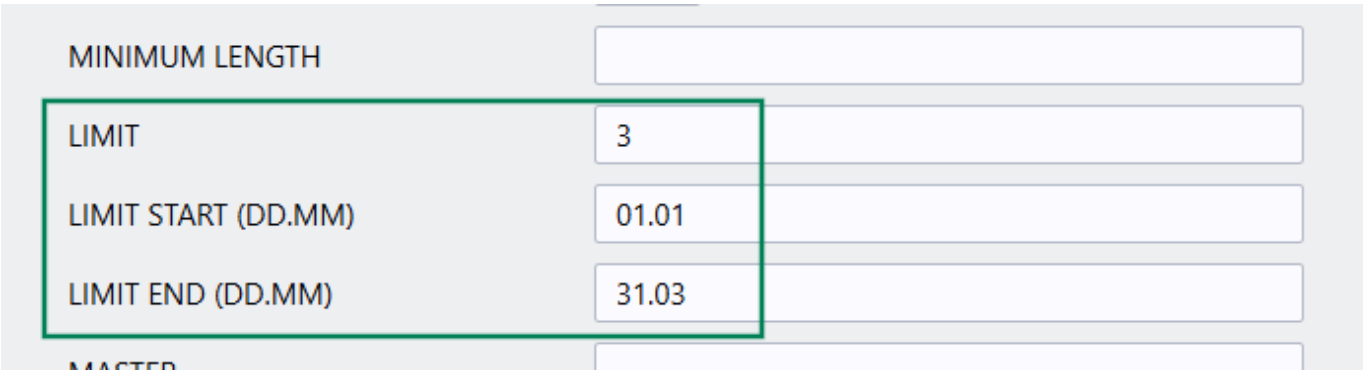
With the **monthly** option, you can record the costs in the correct period. **This is the option recommended by Directo if you use the Tervisekassa incapacity certificate interface.**

Periodized - defines whether Directo periodises the costs of the absence in the payroll entry, for example when the absence starts in one month and ends in another. With **No**, all costs have the date of the calculation entry. With **Yes**, Directo splits the costs between the two months.
Adds workday - defines whether Directo adds a working day to the employee for this absence. For example, if the employee is on a business trip at the weekend, this day goes into the working days and affects the average wage calculation. You cannot use this option if the day spent on the business trip is compensated with a day off.
On working days - select **Yes** if the absence can be taken only on working days. If you enter an absence of this type and a weekend falls within its period, Directo adds only the working days to the calculation.
Force structure - empty by default, which means **Yes**. Select **No** for absences during which the employee is not part of the company structure and their work relationship has been suspended in the Employment Register, for example compulsory military service or parental leave (3 years). Directo does not count employees with such absences, for example, when calculating the average number of employees converted to full-time equivalent and the number of vacant positions in the Statistics Estonia report `Wages and salaries and labour force`.
In working time planning - select this only for absences that you want to select directly in the Working Schedule, for example time off or an unsubmitted sick leave certificate.
Basis for suspension - the code required for the Employment Register if the absence type suspends the work relationship, for example compulsory military service or unpaid leave lasting more than a full month.
Closed - select this if you no longer use this absence type. Directo no longer shows a closed type in the options.
Minimum length - the minimum length of the absence. If the employee requests a shorter holiday in MyDirecto, they see a warning, but they can still submit the request. You can also see the minimum length in the **Accept** view of the Absences report, in the **Min length** column.
Limit - the general limit of the absence type in calendar days. If the limit is filled in, Directo takes into account the days of absences of the same type entered during the calendar year when absences are entered.
Limit start (DD.MM) and **Limit end (DD.MM)** - the period during which the limit of this type can be used. Read more in the chapter Time restriction of the absence limit.

Master - the absence type under which you can group similar absence types. You can group absences in reports by master.
Type of absence in Tervisekassa - the Tervisekassa (Estonian Health Insurance Fund) type corresponding to the absence type. If **Illness** has already been selected for one absence type, you cannot select this option for another absence type.

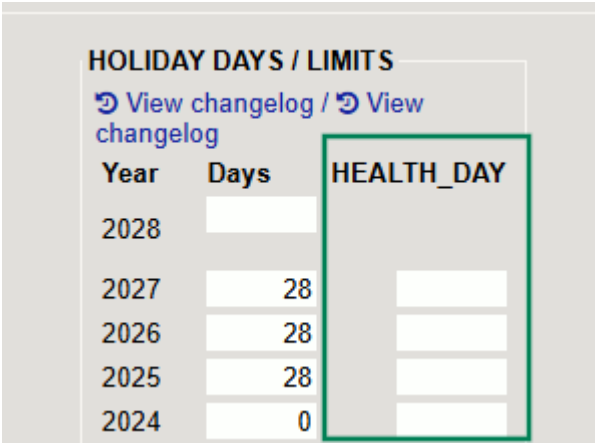
Time restriction of the absence limit

The absence type has fields for the start and end of the limit. You can use them, for example, if your company offers additional holiday for seasonal work that can be used only during a certain period. Enter the day and month in the fields **Limit start (DD.MM)** and **Limit end (DD.MM)**, for example `01.01` and `31.03`.

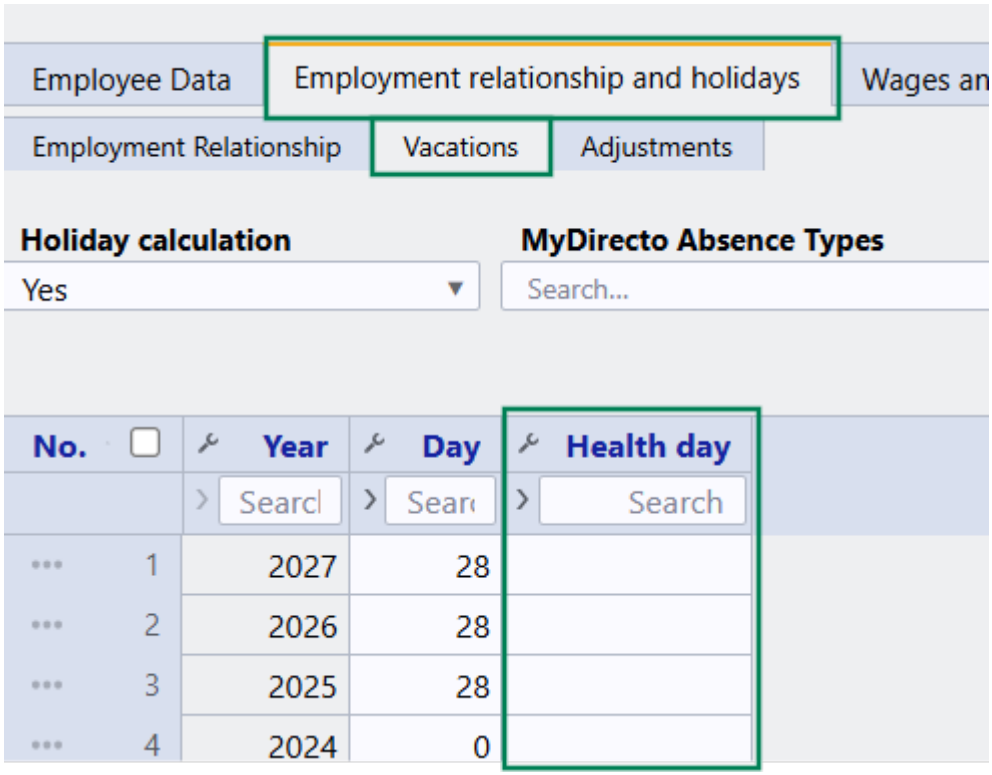


The number of days entered in the **Limit** field of the absence type applies to all employees. If you want to give additional holiday only to some employees, add the number of days to the employee card.

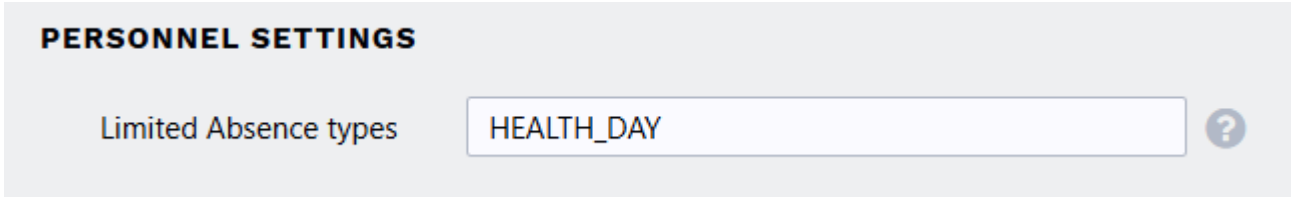
On the employee card with the old design, you enter the number of days on the **Wages and Taxes** tab in the **Holiday days/limits** section:



On the employee card with the new design, you enter the number of days on the **Employment relationship and holidays** tab, on the **Vacations** subtab.



You can add the absence type columns to the **Vacations** subtab of the employee card with the setting `System settings > Limited Absence types`. Enter the absence types separated by commas.



If a limit start and end have been set for the absence type and you enter an absence of this type outside this period, Directo shows a warning when you save the absence document. For example, if the limit period of the additional holiday is `01.01 – 31.03` and you enter additional holiday for 09.05.2025 – 10.05.2025, you see the message that the absence is outside the validity of the limit. The warning does not prevent you from saving the document, but check whether the absence is in the correct period.

System settings for limited absences

You can find the settings for limited absences in the menu `Settings → System settings → **Personnel Settings**`.

Enter the word `Absence` in the search field of the settings. Enter the corresponding absence type or types in each absence-related setting. Do not fill in the absence types that the employee applies for from the Social Insurance Board.

For example, these settings might be filled in:

- **Absence type for Minor Leave**
- **Absence type for Study Leave**
- **Absence type for Partial ability Leave**

- **Limited Absence types**
- **Absence types that will be written off**
- **Absence types that accrue to the time at work**
- **Absence limits continued next year**
- **Absence type for Paternity Leave** and **Absence type for child days** - you do not need to fill these in, because the employee applies for them from the Social Insurance Board.

In addition, enter in the system settings:

- **Document type to calculate Partial ability Leave** - the document type that corresponds to the document type created in the setting `Employee documents` (for example `töövõimekaart` – work ability card);
- **Education type to calculate Study Leave** - the education type for which the employee is entitled to study leave (for example `Education`);
- **Related Employee type to calculate child days** - the type of linked person (for example `child`).

 When all system settings are filled in, Directo fills in the limits on the employee card itself. For this, both the linked persons and the education must be filled in on the employee card.

You can find the document types in the menu `Settings → Personnel Settings →` **`Employee documents`**.

Automatic filling of limits

- **Study leave** - on the **Education** tab of the employee card, there must be a row with the type `HARIDUS` (education), and the absence type must be added to the system settings. Directo checks whether the employee has a valid education of this type, i.e. whether the end date is empty or later than today.
- **Paternity leave** - you do not need to fill this in, because the employee applies for paternity leave from the Social Insurance Board (SKA).
- **Child leave** - calculated based on the linked persons. You do not need to fill this in, because the employee applies for child leave from the Social Insurance Board (SKA).
- **Leave for a parent of a disabled child** - you do not need to fill this in, because the employee applies for this leave from the Social Insurance Board (SKA).
- **Leave for an employee with reduced work ability** - the document type and the absence type must be added to the system settings. Directo monitors the end date of the document: if the document has expired, Directo no longer adds extra days for the next year.
- **Absence limits continued next year** (system setting) - enter here the absence types whose balance from the previous year must be carried over to the next year. When Directo creates the fields of the new year at the turn of the year, it fills in the limit of these types together with the balance of the previous year, but no more than the limit itself. If you enter an absence at the beginning of the year that reduces this limit, Directo corrects the balance during night maintenance.

   This setting does not apply to the absence of an employee with reduced work ability – a system rule of Directo applies to it.

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