

KNOWLEDGE BASE ARTICLE

Absence & Coverage Lists: What Is Stored Where



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Overview

The three web parts of Vitextra **Absence & Coverage** – My Absences, Team Absence Calendar and Substitutions – keep all of their data in six standard SharePoint lists on one site, the *product site*. The site belongs to your own Microsoft 365 tenant, so absence requests, balances and substitutions never leave it; no external service stores them. The only call to an outside service is the license check.

This article is a reference for administrators, HR staff and site owners: which lists exist, what each of them holds, what the important columns mean, who is expected to edit which list, and which rules keep the data intact.

The six lists at a glance

The lists are created automatically when a site is selected for the first time (see [KB10324. How to Add the Absence & Coverage Web Parts to a Page and Select the Site](#)). They are ordinary custom lists that are not shown in the site navigation, so open them from **Site contents**.

List	What it stores	Needed by the web parts	Edited by
AbsenceTypes	The catalogue of absence types: name, color, approval, privacy, half days, yearly allowance	Yes	HR or the site owner, directly in the list
Absences	One row per absence request, with its status, approver and number of working days	Yes	Employees and approvers, through the web parts
Substitutions	One row per substitution, temporary or handover of duties	Yes	Employees and managers, through the web parts
Balances	Yearly entitlement	Optional	HR, directly in the

List	What it stores	Needed by the web parts	Edited by
	and carry-over days per person and absence type		list
Holidays	Public and company holidays that are not counted as working days	Optional	HR, directly in the list
Settings	Product settings as key and value pairs	Optional	The site owner, directly in the list

If **Balances**, **Holidays** or **Settings** is missing or empty, the web parts use defaults and keep working. If one of the three required lists is missing, the web parts cannot load their data.

Note

If a list with the same name already exists on the site, the product reuses it and does not overwrite or repair it. Columns are added only when the list is created, so a list that was created by hand with missing columns stays incomplete.

 Name	Type	Items	Modified
 Documents	Document library	0	10/8/2026 11:45 PM
 Form Templates	Document library	0	10/27/2026 12:07 AM
 Site Assets	Document library	9	10/27/2026 12:08 AM
 Style Library	Document library	0	10/8/2026 11:45 PM
 Absences	List	17	10/27/2026 12:59 AM
 AbsenceTypes	List	7	10/27/2026 1:28 AM
 Balances	List	10	10/27/2026 12:47 AM
 Holidays	List	7	10/27/2026 12:47 AM
 Settings	List	0	10/27/2026 1:28 AM
 Substitutions	List	6	10/27/2026 12:48 AM
 Events	Events list	0	10/8/2026 11:45 PM
 Site Pages	Page library	5	10/27/2026 1:11 AM

The six lists of the product site on the Site contents page

The Absences list

Every request created in My Absences becomes one row. Employees change it only through the web parts.

Column	Contains
Title	A readable label made of the employee name and the absence type
Employee	The employee (Person). My Absences does not use this column to find "my requests"
EmployeeEmail	The employee's e-mail address as text. This column is what the web parts match against, so it must stay filled
TypeId	The item ID of the absence type in the AbsenceTypes list
TypeName	A copy of the type name made when the request was submitted
StartDate, EndDate	The first and the last day (date only)
StartHalf, EndHalf	Yes/No: the first or the last day counts as half a day
WorkingDays	The number of working days counted when the request was submitted
AbsenceStatus	Pending, Approved, Rejected or Cancelled
Approver	The person who decides on the request
Substitute	The substitute named in the request, if any
RequestComment	The employee's comment
DecisionComment, DecisionDate	The approver's reply and the date of the decision

The Substitutions list

Column	Contains
Title	A readable label "absent person → substitute"
AbsentUser, Substitute	The person who is away and the person who covers
StartDate, EndDate	The period; the end date may stay empty for a handover of duties
Kind	Temporary or Handover
SubstitutionStatus	Pending, Accepted, Declined or Cancelled
Scope	The responsibilities text (shown as "Responsibilities" in the web part)
AbsenceId	The ID of the related request; 0 for a substitution that is not tied to any request

The columns of the three lookup lists are described in the articles that show how to maintain them: **AbsenceTypes** in [KB10352. How to Add and Configure Absence Types](#), **Balances** in [KB10353. How to Set Yearly Entitlements and Carry-Over Days](#), **Holidays** in [KB10354. How to Add Public Holidays](#), and the **Settings** keys in [KB10355. How to Set the Working Week](#), [KB10356. How to Set the Fallback Approver](#) and [KB10357. How to Allow Negative Balances](#).

Title	Employee	EmployeeEmail	TypeId	TypeName	StartDate	EndDate	StartHalf	EndHalf	WorkingDays	AbsenceStatus	Approver	Substitute	RequestComments	DecisionComments	Decis
Vacation 2026-11-16			1	Vacation	11/16/2026	11/20/2026			4.0	Pending	Adele Vance	Alex Wilber	Family trip. Alex has agreed to cover the release checklist.		
Vacation 2026-10-12			1	Vacation	10/12/2026	10/16/2026			5.0	Approved	Adele Vance		Autumn break	Enjoy your holiday!	10/21
Personal day 2026-12-04			3	Personal day	12/4/2026	12/4/2026	✓		0.5	Rejected	Adele Vance		Moving apartments	Quarterly review that day, please pick another date.	10/21
Personal day 2026-09-25			3	Personal day	9/25/2026	9/25/2026			1.0	Cancelled	Adele Vance		Doctor appointment		
Remote work 2026-11-02			4	Remote work	11/2/2026	11/3/2026			2.0	Approved					10/21
Vacation 2026-10-26	Alex Wilber	alex.wilber@vit...	1	Vacation	10/26/2026	10/30/2026			5.0	Approved		Isaiah Langer	Half-term holiday with the kids	Approved	10/21
Business trip 2026-10-27	Joni Sherman	joni.sherman@vit...	5	Business trip	10/27/2026	10/29/2026			3.0	Approved			Customer workshop in Riga	Approved	10/21
Sick leave 2026-10-27	Nestor Wilke	nestor.wilke@vit...	2	Sick leave	10/27/2026	10/27/2026			1.0	Approved					10/21
Vacation 2026-11-04	Isaiah Langer	isaiah.langer@vit...	1	Vacation	11/4/2026	11/10/2026			5.0	Pending			Trip to Lisbon		
Personal day 2026-11-05	Nestor Wilke	nestor.wilke@vit...	3	Personal day	11/5/2026	11/5/2026		✓	0.5	Pending			Parent-teacher meeting in the afternoon		
Vacation 2026-11-23	Joni Sherman	joni.sherman@vit...	1	Vacation	11/23/2026	11/27/2026			5.0	Approved			Thanksgiving week	Approved	10/21
Remote work 2026-11-12	Alex Wilber	alex.wilber@vit...	4	Remote work	11/12/2026	11/13/2026			2.0	Approved					10/21
Parental leave 2026-12-07	Isaiah Langer	isaiah.langer@vit...	7	Parental leave	12/7/2026	12/18/2026			10.0	Approved					10/21
Vacation 2026-12-21	Nestor Wilke	nestor.wilke@vit...	1	Vacation	12/21/2026	12/30/2026			6.0	Approved			Christmas holidays	Approved	10/21
— Personal day			3	Personal day	12/11/2026	12/11/2026	✓		0.5	Cancelled					
— Vacation			1	Vacation	12/14/2026	12/15/2026			2.0	Cancelled					

The Absences list with several requests

Who edits what

- The **Absences** and **Substitutions** lists are written by the web parts with the rights of the signed-in user. Create, approve, reject, cancel, accept and decline – all of this is done in My Absences and Substitutions. Do not edit these rows in the list view; see [KB10358. Why You Should Edit Absences in the Web Parts and Not in the List View.](#)
- **AbsenceTypes**, **Balances**, **Holidays** and **Settings** are reference data. This version has no administration web part, so HR or the site owner edits them directly in the lists.

Permissions and data location

Every employee who uses the web parts needs Member (edit) access to the product site, because the web parts read and write the lists with the signed-in user's own rights. The Microsoft Graph permission **User.Read.All**, which a tenant administrator approves once, is used only for people data such as profile, manager, direct reports and photos – not for the lists.

Warning

Everyone with edit access to the site can open the lists and read the rows, including absence types marked as private. The privacy rule of the calendar hides details in the web parts only; item-level permissions are not part of this version. If strict confidentiality matters, limit who has access to the product site. See [KB10345. Private Absence Types: What Colleagues See in the Calendar](#).

Keep the internal names

The web parts read and write the columns by their internal names, which are the names used in the tables above. Therefore:

- do not rename, delete or change the type of these columns, and do not rename the lists;
- you may add columns of your own – they are ignored by the web parts – but do not make them required, because the web parts create rows without them and SharePoint would reject such rows;
- you may extend the choices of your own columns, but not the choices of **Category**, **AbsenceStatus**, **Kind** and **SubstitutionStatus**, which the product interprets.

Tip

Before you change anything in a list, export it or make a copy of the site. For a first look at how the lists work together, read [KB10350. How Absence Requests and Substitutions Work Together](#).

Read limits

The web parts load only a limited number of rows per query. For normal use the limits are far above what a company needs, but they are useful to know for large installations.

Data	Limit
Absence types	200
Balance rows of one person for one year	200
Holidays in the requested period	500

Data	Limit
Settings rows	100
Own requests in My Absences	500
Requests in the calendar window	2000
Requests waiting for approval	200