

# What is 'out of office?' and How to add it?

[help.fracttal.com/hc/en-us/articles/25145489023373-What-is-out-of-office-and-How-to-add-it](https://help.fracttal.com/hc/en-us/articles/25145489023373-What-is-out-of-office-and-How-to-add-it)

Out of office refers to a period or block of time during which the human resource will not be available to be assigned to tasks. For example, out of office can be used to record work permits, vacations, medical appointments, among others.

To configure an out of office message, it is necessary to access the Teams submodule located in the Human Resources profile of the corresponding user. It is important that this user profile is previously associated with a Teams schedule.

Inhouse Personnel

Jonas Campos

Save

Schedules | **out of office** | Documentation

Enabled  Time zones UTC America/Sao\_Paulo

Description ↑	Schedule typ...	Schedule
<input type="checkbox"/> Horario Central	Normal	M T W T F S S

Showing 1 of 1

General | Custom Form | Assignment | Attachments | Document Management | **Teams**

Next, you must click on the add option to enable a new window where you can enter the description, the type, and the dates associated with the out of office you want to add.

Inhouse Personnel

Jonas Campos

Enabled

Schedules | out of office

Enabled	Description	Start Date
<input checked="" type="checkbox"/>	MEDICAL	2026-05-11 15:52
<input checked="" type="checkbox"/>	OUT OF OFFICE	2026-05-12 15:52

Showing 2 of 2

out of office

Enabled

Description: MEDICAL

Type: Medical Leave

Start Date: 2026-05-11 15:52

End Date: 2026-05-12 15:52

Finally, by clicking save, the out of office schedule for the person in question will be established.

Inhouse Personnel

Jonas Campos

Enabled

Schedules | out of office | Documentation

Enabled	Description	Start Date	End Date	Type
<input checked="" type="checkbox"/>	OUT OF OFFICE	2026-05-11 15:50	2026-05-11 16:04	Medical Leave
<input checked="" type="checkbox"/>	MEDICAL	2026-05-11 15:52	2026-05-12 15:52	Medical Leave

Showing 2 of 2

Save