

Calendar link (applies to all Fellows):

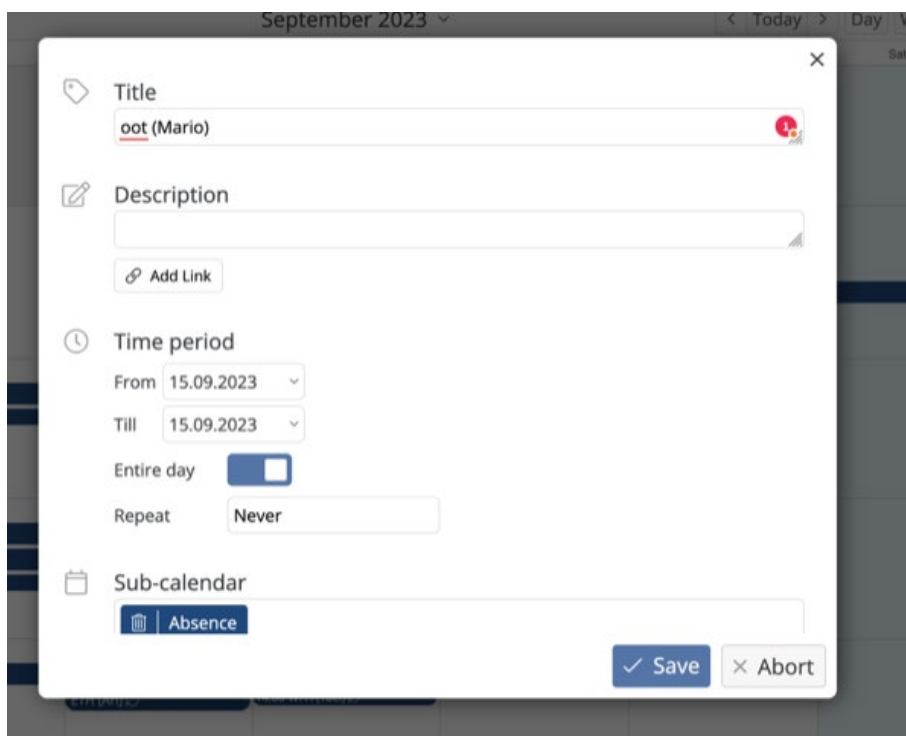
How to let us know if you are not around on a Thursday

In order to plan and see who is at the observatory on Thursdays, everyone has to indicate their absences in the shared [“who is around the Sternwarte?” calendar](#) (this is the link to the calendar).

How to mark your absence in the calendar?

1. Just click the calendar [link](#) (and maybe bookmark it in your browser)
2. You do not have to register but can simply click on the day for which you want to mark your absence.
3. Make a note **with your name in brackets**, e.g., "oot (Mario)" (oot for out of town).
4. Check the box for “all day,” if applicable.

Example:



September 2023

Title
oot (Mario)

Description

Add Link

Time period
From 15.09.2023
Till 15.09.2023

Entire day

Repeat Never

Sub-calendar
Absence

Save Abort

Early-Career Fellows are required to indicate all absences during the workweek. Further information about time management as an Early-Career Fellow can be found on our internal website (password: collegium), see: [Time Management/shared calendar “who is around the Sternwarte?” \(applies to Early Career Fellows\)](#)

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