

Office Presence Simulation

Input Form - Fill in all fields or keep the pre-set default values.

1 General Settings

Select the federal state whose public holidays are automatically loaded via the public holiday API. These holidays are excluded from the working day calculation. Saxony is pre-selected by default.

Federal State (office location)

2 Employees

Enter the number of full-time and part-time employees. Example: 50% means that all part-time employees are contracted for an average of 2.5 days per week. You can enter the value directly or adjust it using the +/- buttons.

Number of Full-Time Employees

Number of Part-Time Employees

Avg. Part-Time Employment (% 0-100)

3 Special Events

Events (e.g. team days, mandatory on-site days) increase attendance: on event days, remote work and field service are paused. Weekly = every selected weekday; Monthly = one weekday per month; Annually = a fixed date.

Event Frequency

Weekday for Event

Date of annual event (DD.MM.YYYY)

4 Share Working from Home per Weekday (%)

What share of employees work from home on each weekday? The default shows a typical week with 2 days (40%) of remote work. Monday and Friday tend to show higher absence rates. Enter directly or use the +/- buttons (steps of 5%). The average and day conversion are calculated automatically in Adobe Acrobat.

Home-office share per weekday

Mon	Tue	Wed	Thu	Fri
<input type="text"/> - <input type="text"/> +	<input type="text"/> - <input type="text"/> +	<input type="text"/> - <input type="text"/> +	<input type="text"/> - <input type="text"/> +	<input type="text"/> - <input type="text"/> +

Unit: % | +/- steps: 5 | Min: 0 | Max: 100 | Direct entry of any value possible

Avg. home-office share: Days/week:

5 Share Away / Field Service per Weekday (%)

Field service, client appointments or business travel: share of employees who are neither in the office nor at home. Enter directly or use the +/- buttons (steps of 5%).

Away share per weekday

Mon	Tue	Wed	Thu	Fri
<input type="text"/> - <input type="text"/> +	<input type="text"/> - <input type="text"/> +	<input type="text"/> - <input type="text"/> +	<input type="text"/> - <input type="text"/> +	<input type="text"/> - <input type="text"/> +

Unit: % | +/- steps: 5 | Min: 0 | Max: 100 | Direct entry of any value possible

Avg. away share: Days/week:

6 Vacation Days per Employee per Month

Enter the average number of vacation days taken per employee per month. The total should match the annual entitlement (e.g. 28 days). Bridge days increase the probability of vacation (cluster effect). The defaults show a typical annual pattern for office employees. You can use the defaults or obtain the figures from your HR department.

Month	Days/Emp.	Month	Days/Emp.
January	<input type="text"/>	July	<input type="text"/>
February	<input type="text"/>	August	<input type="text"/>
March	<input type="text"/>	September	<input type="text"/>
April	<input type="text"/>	October	<input type="text"/>
May	<input type="text"/>	November	<input type="text"/>
June	<input type="text"/>	December	<input type="text"/>

Total Vacation Days / Emp. / Year:

auto-calculated in Adobe Reader

7 Sick Leave Days per Employee per Month

Average sick leave days per employee per month. Seasonal pattern: January/February highest (cold season), summer lowest. The defaults show a statistical annual pattern for office employees. You can use the defaults or obtain the figures from your HR department.

Month	Days/Emp.	Month	Days/Emp.
January	<input type="text"/>	July	<input type="text"/>
February	<input type="text"/>	August	<input type="text"/>
March	<input type="text"/>	September	<input type="text"/>
April	<input type="text"/>	October	<input type="text"/>
May	<input type="text"/>	November	<input type="text"/>
June	<input type="text"/>	December	<input type="text"/>

Total Sick Days / Emp. / Year:

auto-calculated in Adobe Reader

8 Notes & Remarks

Record any specifics not covered by the parameters above, e.g. special projects, shift models or notes on data quality.

Comments:

Created by:

Date (DD.MM.YYYY):

E-Mail:

Company / Team Name:

Note: This form contains PDF-JavaScript for automatic calculations (Adobe Acrobat Reader). The +/- buttons change values in steps of 5%. Direct entry of any value is always possible. In browser PDF viewers (Chrome, Firefox) calculations may be limited.

9 Privacy Notice

I have read and acknowledged the privacy notice.

Controller:

Danny Hess Workspace Design
Zwanzigerstrasse 1b
01324 Dresden, Germany
mail@danny-hess.com
+49 176 8426 7241

Purpose of Processing:

The personal data provided in this form is processed for the purpose of conducting a workplace presence analysis, creating individual evaluations, and providing professional feedback and follow-up communication related to the analysis results.

Legal Basis:

Art. 6(1)(b) GDPR (processing necessary for the performance of pre-contractual measures).

Recipients of Data:

No data is passed on to third parties. Google Workspace (Google Ireland Limited) is used for electronic communication on the basis of a data processing agreement pursuant to Art. 28 GDPR. Internal analysis is carried out on local IT systems.

Retention Period:

Data is stored for as long as it is required for the analysis and any potential collaboration. It will be deleted no later than 12 months after the completion of the request, unless statutory retention obligations apply.

Your Rights:

You have the right to access the personal data concerning you, as well as the right to rectification, erasure or restriction of processing, and data portability. You also have the right to lodge a complaint with the competent data protection supervisory authority.

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