

Setting up holidays and leave restrictions

Three administrator screens under **Leave** describe the calendar your organisation works to: **Holidays**, **Company Leaves** and **Restrict Leaves**. This page shows what each screen lists and what its create form asks for.

<https://www.youtube-nocookie.com/embed/S6wRg1TPtNA>

[Set up holidays and leave restrictions \(a tour\)](#)

Before you begin

- These screens are for an administrator such as an HR Head. **Holidays** is also listed for people who can only see their own leave (see [Approving and rejecting leave](#)).
- **Company Leaves** and **Restrict Leaves** sit under the **More** menu at the right of the Leave tabs.
- Holidays, company leaves and restrictions are shared by the whole organisation. Check a change before you save it.

Holidays

1. Select **Leave**, then **Holidays**.
2. The heading shows how many holidays exist. Each row has a **Name**, **Start Date**, **End Date** and **Recurring** (Yes or No), and **Edit** and **Delete** buttons.

To add one:

1. Select **+ Create Holiday**.
2. Enter a **Name** and a **Start Date**. **End Date** is optional. Tick **Recurring** if it applies again, and check the **Company**.
3. Select **Create Holiday**.

What you should see. The list reloads with a message, "New holiday created successfully", and the new holiday appears in the list. **Delete** asks you to confirm ("Delete this holiday?"); after you confirm, the list shows a message that the holiday was deleted and the row is gone.

Company Leaves

Company Leaves lists rules made of a **Week** and a **Day**. A workspace can show, for example, "Every week" with Saturday and with Sunday. A filter above the list offers **All based On Weeks** and **First Week** to **Fifth Week**.

+ **Create Company Leave** opens a form with **Based on Week** (Not set, or First Week to Fifth Week), **Based on Week Day** (Monday to Sunday, required) and **Company**.

Restrict Leaves

Restrict Leaves lists restricted days with a **Title**, **Start Date**, **End Date**, **Department** and **Applies to All**. A workspace with none shows "No restricted days yet".

+ **Create Restricted Day** opens a form with:

- **Title**, **Start Date** and **End Date** (all required).
- **Department** (required), and an optional **Job Position**. A note under it says that if no job positions are selected, all job positions under the department are considered.
- **Include All**, to select all leave types, or **Specific Leave Types**, to choose the types to restrict.
- **Exclude Leave Types**, to choose types to leave out of the restriction.
- **Description** (required) and **Company**.

Not confirmed

- How a holiday, a company leave or a restricted day changes what an employee sees or can do when applying for leave, or how it affects leave balances and attendance, was not tried.
- Creating, saving or deleting a company leave or a restricted day was not tried. Their forms were opened and left unsubmitted.
- **Edit** on an existing holiday was not used, and the effect of ticking **Recurring** on later years was not checked.