

1.1 Introduction

Overview

Public or Bank Holidays can be booked for an employee, a Group of employees or all employees.

This can be done from the Calendar or Availability screens.

Things to consider

If you have employees who work Public Holidays then you may want to use the Public Holiday accrual that allows you to book those days off on other days in the year but you are making sure they do not take off too many.

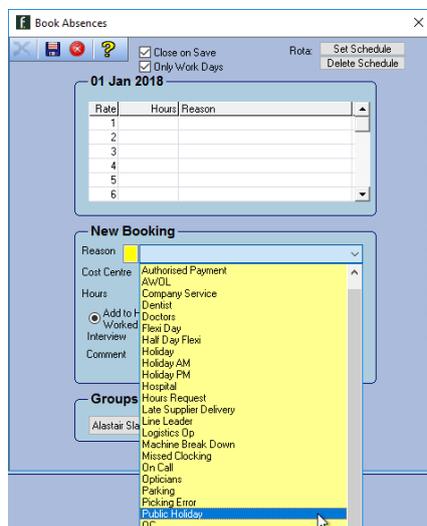
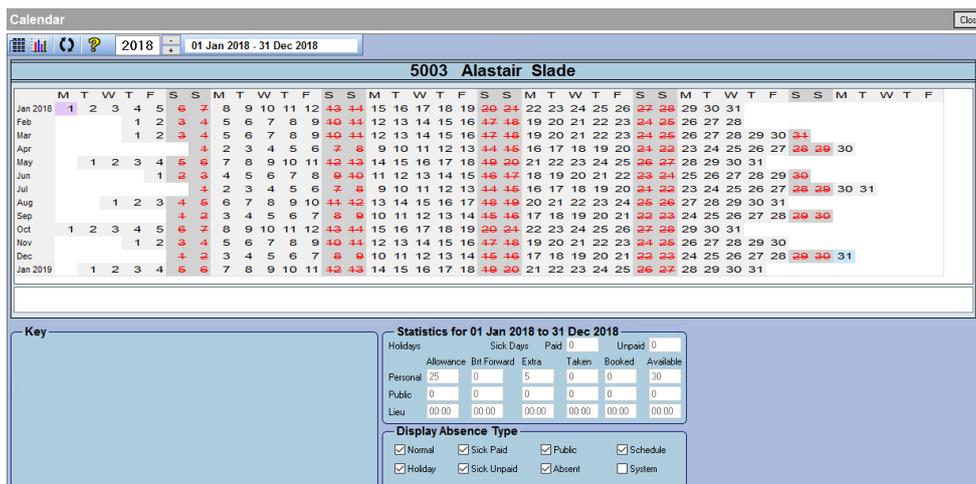
If you have some employees who work rotating shift patterns that mean they may be working and it is considered a standard working day or a standard rest day then you may need to book those Public Holidays separately.

Use Groups

You can use groups to enable you to book most of the Public Holidays in one go and then only personally for each employee who does not confirm to a general rule.

1.2 Booking a Public Holiday

Open an employee's Calendar and click on the day in question or click and drag the days you want to book the Public Holiday on if they are next to each other.



If the Close on Save box is ticked the Book Absences box will close automatically when you save the record saving you the trouble of clicking again to close the box.

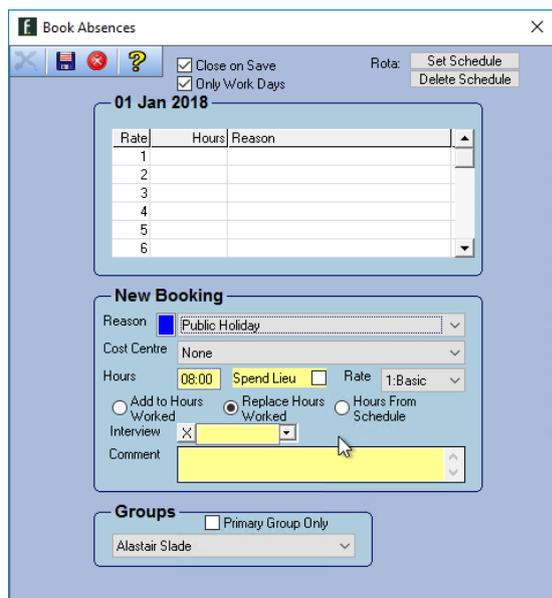
Only Work Days means that the Public Holiday will only be booked on days when an employee is due to work as shown by the black dates on the calendar. See above that the weekends are showing as Non-Working days in red.

If for example your employees are working 4on-4off then there will be a pattern matching that schedule. With Only Work Days ticked any employee that has a Non-Working day on the day in question will NOT have a Public Holiday booked for them.

If you want the Public Holiday to show no matter what then un-tick Only Work Days.

1.3 What the other settings mean

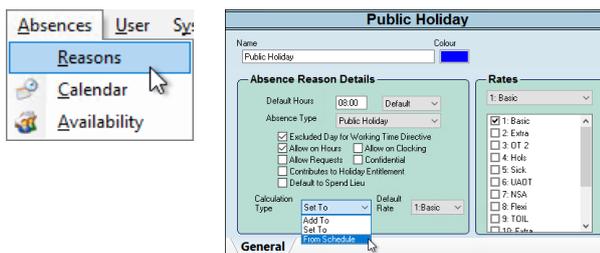
Cost Centre and Calculation Type



Once you have selected Public Holiday from the drop down list you can check the other settings for the reason are correct.

You can set the Cost Centre that the hours will be recorded against.

The Hours are dictated by the calculation type, Add to Hours Worked, Replace Hours Worked or Hours from Schedule. Which one the reason defaults to can be set in the Absence set up screen accessed here:



When set to Hours from Schedule the Standard hours from the hours will be booked in the quantity and rate specified in the Daily Rule 'Standard Hours' and 'Normal Rate' (on the General Tab).

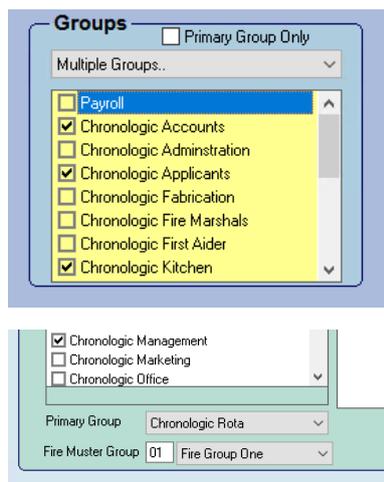
You can also put a comment in the comment box if you need to.



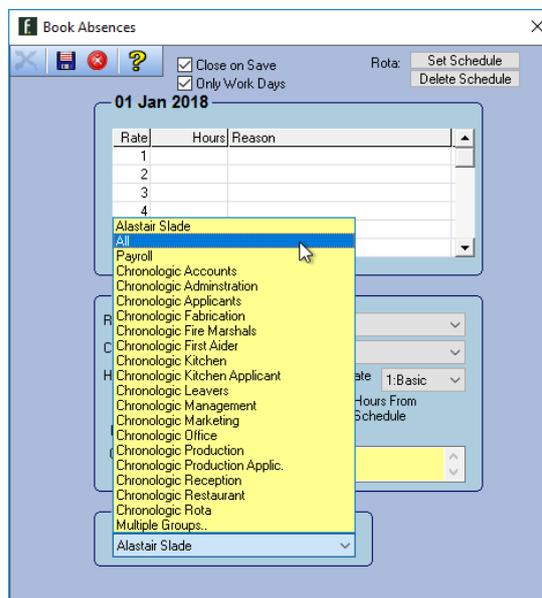
If you want to save the Public Holiday for just this employee then click on the Save icon.

Selecting All Employees or a Group or Groups

If you want to save it for a whole group or for all employees click on the Groups drop down box and select either All or the one group that you want to book it for or click on Multiple Groups and tick the ones you want.



Clicking on Primary Group Only restricts the list of employees that will have the reason booked against them based on their Primary Group in the Employee Groups tab.



New Starters

Remember that if you have new starters part way through the year they will need to have the Public Holidays added to their Calendar.