



What is the Holiday planner?

The Holiday Planner allows users to request holidays within their quota for managers to approve or reject in a calendar style. This is facilitated by placing users into holiday groups, and managers are assigned to them.

There are some considerations for your team to make about how to set this up best for your user base. Work through our [series of guides](#) to understand more.

Other features the planner includes are explained below, as well as some limitations, so your team are informed moving forward.

What the planner can do

- **Support different day types (Vacation, Sickness, Working Remotely, etc)**
Day types are configured on the admin side of the application by administrators as explained [here](#).
- **Support day types that give the user a day back in their quota**
[Day types](#) can be set to add to a user's quote rather than take away
- **Half days can be booked**
Users can book a half day using the AM/PM selections
- **Weekend pattern adjustment to reflect different working patterns**
The pattern of working days can be altered per Zone so that patterns which are not 5 days Mon-Fri can be incorporated.
- **Allowing unused days to be carried forward to the next holiday year**
Choose whether unused days can be carried forward and how long they can be used before expiring
- **Different quotas per user (if needed)**
Quotas are set by administrators and can be adjusted at any time.
- **Allowing users to view each other's holidays or not**
via the 'Mt team' definition set in the general configuration of the planner by an administrator. Users in the same holiday group or those with the same manager can view each others holiday
- **Allow public holidays to be set per year/every year or for different locations**
Public & common holidays can be set per Zone and set to apply every year or just for the current year. This means global days off can be easily set for different locations.
- **Manager functions**
Managers can approve/reject requests as well as edit or override bookings on behalf of users
- **A corresponding page component to display who is available or away at a glance**
'Who's Out' will list absences for the day

- **Hide certain day types from the component**

Set the component to only show certain day types and not others, leaving these as for administrators or managers to see only e.g., bereavement, medical leave, etc

What the planner can't do

If you have requirements that are not currently supported, we can investigate implementing these for your Intranet.

Please [raise a change request](#) outlining your needs, and our designated team will be in touch.

e.g.

- Support users whose shift patterns change frequently
 - Support approvals from more than one person
 - Send approval notifications to anyone other than the manager or substitute manager
 - Work in hours to make bookings (rather than days)
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