



Holiday Planner: User quotas

The user quota is the holiday allowance total they have to spend on bookings in the Holiday planner.

The quota, how many days they have remaining, and any other rules as set by the Zone a user is in will appear to them on the front end of the planner:

A screenshot of the 'Holiday planner' interface. On the left, there is a section titled 'Who's out today' with the text 'None reported'. On the right, there is a green button labeled '+ Request Absence/Leave'. Below this button is a summary table of holiday quotas, which is highlighted with a red border. The table shows: 'Holiday remaining' as 28 (28 Quota), 'Carried holidays' as 5 (5 Carried - 0 Used), expired 1 February 2026, 'Remaining next year' as 28, and 'Request pending' as 0 days.

Holiday remaining	28 (28 Quota)
Carried holidays	5 (5 Carried - 0 Used), expired 1 February 2026
Remaining next year	28
Request pending	0 days

Depending on the holiday policy at your company, users may have different totals based on their job title or length of service.

Your application administrators for the holiday planner can ensure the quotas are entered correctly based on what each person has accrued.

The initial quota needs to be set for everyone once. Then any changes beyond this can be manually applied in the same area.

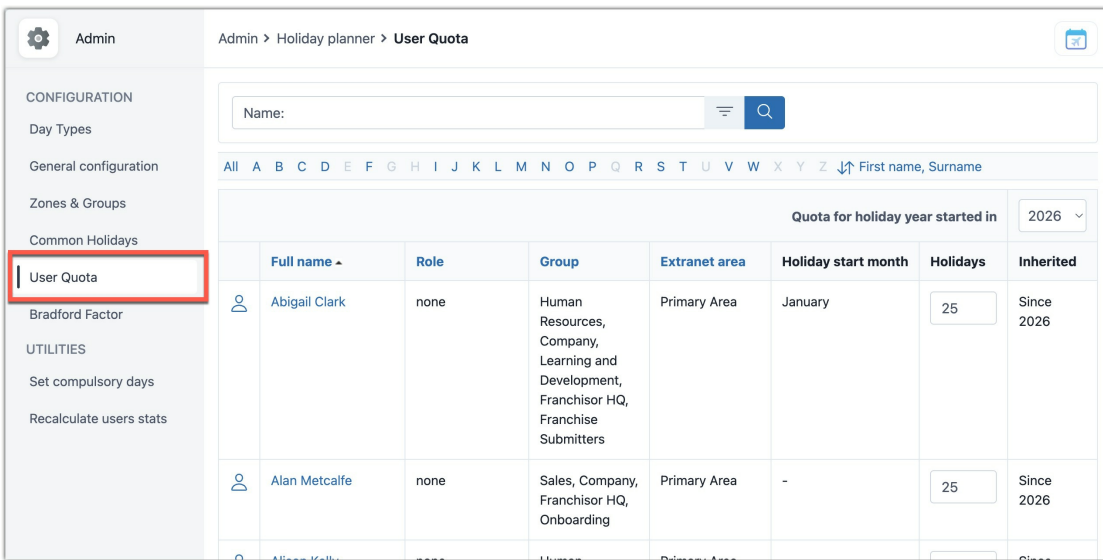
The upkeep on this is completely manual, so your team need to ensure they are managing this task to update user quotas if there are any changes.

Setting user quotas

1. Find the correct quotas for each person

Your company or HR department likely has this information stored somewhere already; gather the quotas per user or have them accessible and ready to input into Claromentis.

2. Head to Applications > Admin > Holiday Planner > User Quotas



3. Apply the correct quotas per user or in bulk

Enter the quota per user in the list or scroll to the bottom to apply the same quota to all shown on the page.

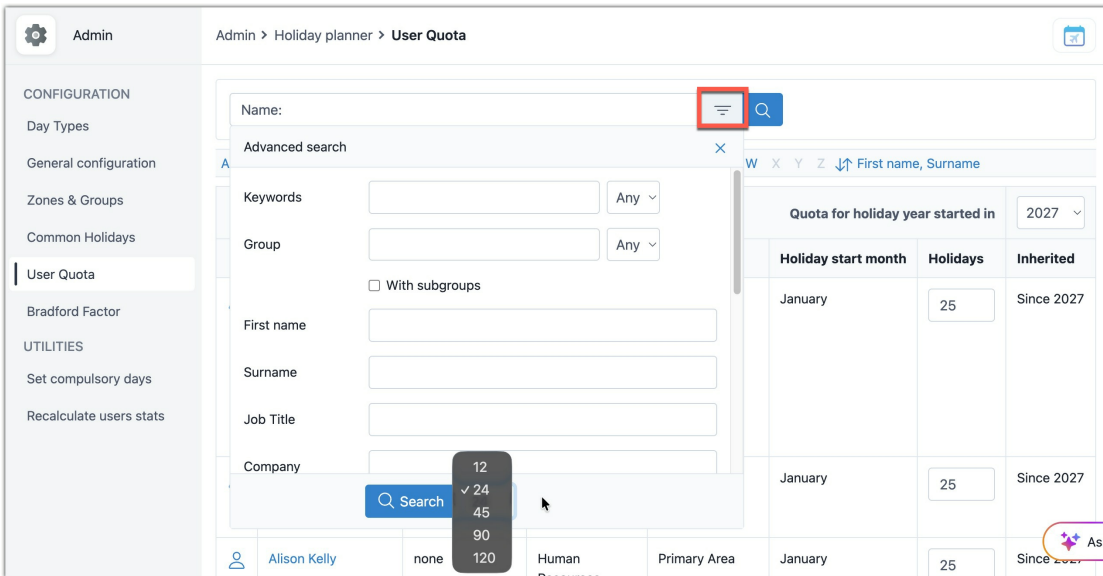
Click 'save' to apply the quotas and receive an on-screen confirmation message.

Repeat until all users have their quota filled as appropriate.

This video shows how both methods are applied:

Your browser doesn't support video.
[Click here to download the video/mp4](#)

The number of users listed at once can be increased using the advanced search to speed up this process:



4. Check with a user that their quota appears correctly

Ask a user to open the front end of Holiday Planner and confirm that they see the correct quota.

5. Users can now use the planner

Users book holidays in line with their quota, rules on day types, etc

6. If quotas appear incorrect, recalculate the totals

Sometimes the system can report a user's quota incorrectly, so the system can be forced to recalculate

If a user reports their quota is not correct, an administrator can head to Applications > Admin > Holiday planner > Recalculate users' stats

Enter the user's name in the box and recalculate for the previous year and next year (as shown in the video below). This should correct any miscalculations in that particular user's statistics.



If this does not resolve the issue, feel free to [raise a support ticket](#) for us to assist further.

7. Administrators maintain changes over time

It's likely your HR department or similar tracks changes to holiday accrual.

Your Intranet management team can collaborate with them to ensure any changes are also made to the quotas.

This can be done per user or in bulk, as described in step 3, by an administrator on the admin side of Holiday Planner.