



## Holiday Planner: Day types

An [application administrator](#) of the Holiday Planner can set up day types on the admin side.

Day types are the different selections users can make when making bookings in the planner for various purposes, e.g. holiday, sickness, day in lieu, compassionate leave, maternity leave, etc

Your team will already [have thought](#) about which day types your company needs so they can be created in the planner.

Administrators can tweak these over time as required, including their title, colour in the planner, changing the quota and removing them from use.

This guide will cover all the steps to set up and manage day types.

## Day types explained

Head to Applications > Admin > Holiday Planner > Day types

4-day types are hardcoded in the planner and cannot be edited or removed as they are integral to its function.

These are 'global work day', 'usual work day', 'global holiday', and 'weekend':

Day character	Day type name	Approval required	Can be ½	Quota change	Weekday type	User comment
	Global work day					
	Usual work day					
	Global Holiday					
	Weekend					
H H? H!	Holiday	True	True	-1	Working days	Mandatory
S	Sickness day	False	True	none	Working days	Optional
U U? U!	Unpaid holiday	True	False	none	Working days	Mandatory

The other day types that come with the planner as standard can be edited or removed to fit your team's needs.

These are 'Holiday', 'Sickness', and 'Unpaid holiday'.

The grid in the day type area gives an overview of each day's settings.

Day character	Day type name	Approval required	Can be ½	Quota change	Weekday type	User comment
	Global work day					
	Usual work day					
	Global Holiday					
	Weekend					
H H? H!	Holiday	True	True	-1	Working days	Mandatory
S	Sickness day	False	True	none	Working days	Optional
U U? U!	Unpaid holiday	True	False	none	Working days	Mandatory

This denotes whether the day type:

- **Requires approval:** If so, the appropriate [holiday group managers](#) will be notified so they can approve or reject the requests; if not, the booking is approved automatically by the system
- **Can be half days:** As well as the whole day, this day type has the option to be booked only in the morning or afternoon.
- **Impacts user quota:** When booked, the day type will remove a day or add a day to the user's quota
- **Can be set on certain days:** The weekday type denotes what days the type can be booked, e.g., non-working vs working day
- **User comment:** To explain what the booking is for

Using these parameters, your team can create the day types and their effects needed to encapsulate all the different types of bookings your user base needs to make.

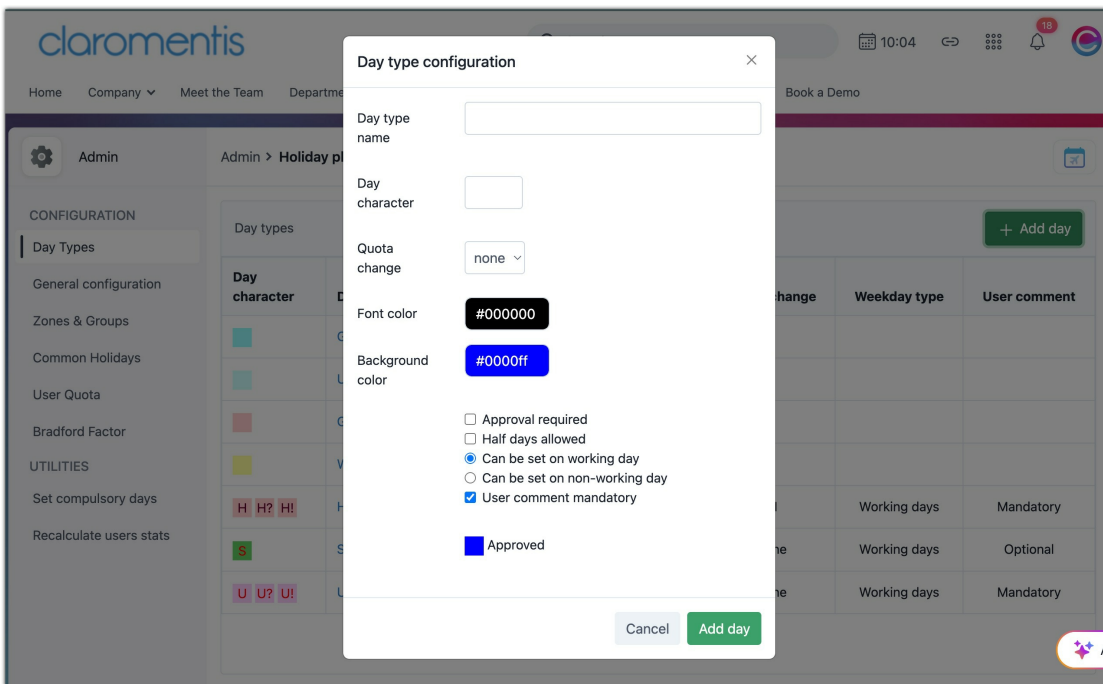
These configurations can be changed at any time by administrators, or new day types can be added if other use cases arise.

## Creating a day type

1. In the 'Day types' tab, click the 'Add day' button:

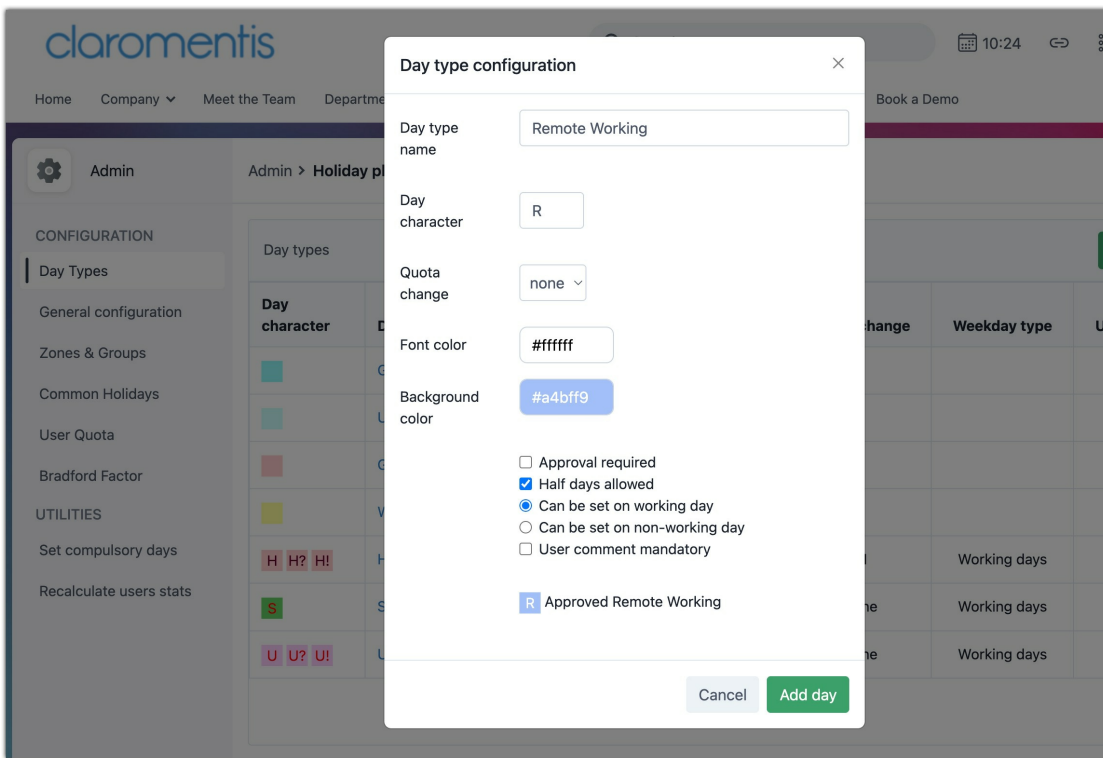
Day character	Day type name	Approval required	Can be ½	Quota change	Weekday type	User comment
	Global work day					
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H H? H!	Holiday	True	True	-1	Working days	Mandatory
S	Sickness day	False	True	none	Working days	Optional
U U? U!	Unpaid holiday	True	False	none	Working days	Mandatory

2. A pop-up will appear; fill out the details of the day type you want to create:

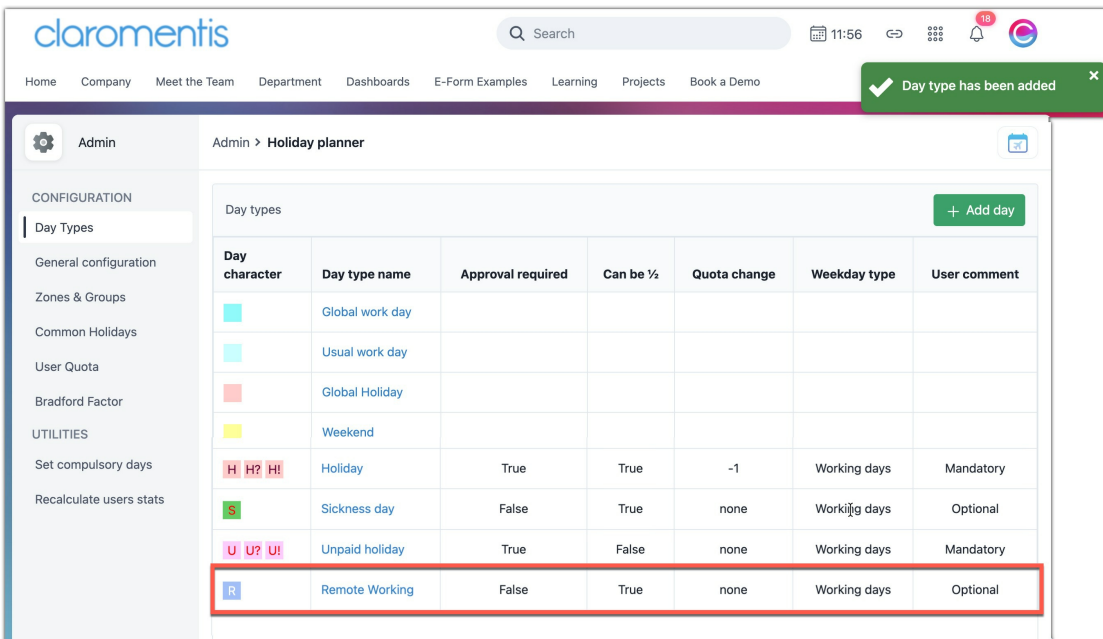


- **Day type name:** The title of the day type (e.g. sickness/holiday/remote working).
- **Day character:** The character that will represent this day in the planner (e.g. sickness could be 'S').
- **Quota change:** Should this day take from the user's quota (e.g. 'Remote working' should not, but 'Holiday' should)
- **Font colour:** The colour of the character as it will appear in the planner
- **Background colour:** The background colour of the day type as it will appear in the planner
- **Approval required:** Check this box if approval from the [holiday group manager](#) is required to book this day type. e.g Users may be able to book 'Remote working' without approval, but 'Unpaid leave' or 'Holiday' likely require approval.
- **Half days allowed:** Select this if you want users to be able to book this day type for only the morning or afternoon (as well as a full day) **Please note:** If users can book a half-day, no other day types can be booked over that day.
- **Can be set on working days:** This day type can only be booked on 'working' days in the user's calendar. e.g. It makes sense for holidays to only be counted when booked over working days.
- **Can be set on a non-working day:** This day type can only be booked on non-working days in the user's planner. e.g. If you have a day type called 'Weekend overtime', for example, this should only be bookable on users' non-working days. (The system will prevent the day from being booked on the opposite day type based on this setting)
- **User comment mandatory:** Decide whether users need to provide a comment when booking this day type or not.

An example day type for remote working - it does not need approval, will not affect a user's quota and can only be booked on a user's normal working day:



3. Click 'Add day' to save the new day type. It will now appear in the table alongside the others.



4. Users can start creating bookings for the new type.

**Request Absence/Leave** [Close]

Start date [Calendar icon]

End date [Calendar icon] inclusive

Leave type:
 

- ✓ Holiday
- Sickness day
- Unpaid holiday
- Remote Working**

Day part

Comments \*

[Cancel] [Submit]

## Edit an existing day type

1. In Applications > Admin > Holiday Planner > Day types, click on the title of the day type you wish to edit.
2. The same pop-up will appear as when creating a day type.

**Day type configuration** [Close]

Day type name: Weekend Overtime

Day character: 0

Quota change: +1

Font color: #ffffff

Background color: #9be5b4

Approval required  
 Half days allowed  
 Can be set on working day  
 Can be set on non-working day  
 User comment mandatory

Approved Weekend Overtime  
 Unapproved Weekend Overtime  
 Declined Weekend Overtime

[Create copy] [Cancel] [Save] [Delete]

3. Make the changes to it as required, then click 'save' to apply.
4. Changes will be seen immediately across calendars (to update design changes), and any changes to quota, etc will only affect new bookings.

## Delete (or hide) a day type

1. In Applications > Admin > Holiday Planner > Day types, click on the title of the day type you wish to edit.
2. The same pop-up will appear as when creating a day type.

3. Click the 'delete' option to proceed.

4. A pop-up will appear with 3 options and descriptions of what each entails:

### Delete Weekend Overtime ✕

**Hide**  Hides the day type from users, but does not remove any bookings associated with this day, keeping the database entry for reports.

**Reassign to**  Moves any existing bookings associated with this day type to a new day and deletes it from the database. This action cannot be undone.

**Delete permanently**  Deletes permanently the current day and any bookings associated with it from the system. This action cannot be undone.

5. Consider these carefully and select the option that works for you.

**Those reassigned or deleted cannot be restored**

'Hidden' day types can be reactivated at any time by an application administrator of Holiday Planner:

Your browser doesn't support video.  
video/mp4

6. Click 'continue' to apply your change and see this confirmed on screen.

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Created on 30 June 2026 by [Hannah Door](#). Last modified on 1 July 2026

Tags: [day type](#), [holiday planner](#), [user guide](#)