

System groups

Company

Support

Professional Service

Marketing

Development

Testing

Finance

Human Resources

Learning and De

Sales

Leadership Team

Market Intelligence

Example of furth

TSN Viewers

Video Group

Holidays groups

UK

UK Staff

US

Marketing

Sales

US Employees

Professional Service

All Employees

All Employees

All Employees H

Add a zone

Name

All Employees Holiday

Edit weekend pattern

Set manager

Select user

Browse

Set substitute

Select user

Browse

Permission to run report

Holiday Zones & Groups and Visibility Tricks

What are Holiday Zones?

Zones are typically countries. It is important to set up a different zone for each country that you have users in because they will likely have different public holidays, different rules on Holiday start dates and carried over holiday limits.

Holidays groups

UK

Admin

US

Marketing

Sales

US Team

Add a zone

Zone name

UK

Carry over holiday limit

5

Carried holidays expire

30 (days)

Holiday start month

April

Add HP group

Delete zone

Save changes

You can set public holidays for each zone under Common Holidays in Holiday Planner Admin Panel

Admin / Holiday planner / Common Holidays

Configuration

Day Types

General configuration

Zones & Groups

Common Holidays

User Quota

Bradford Factor

Utilities

Set compulsory days

Recalculate users stats

December 2022

Holiday zones

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

UK

Current year

Every year

US

Current year

Every year

Select days and click below on the day type you want to set

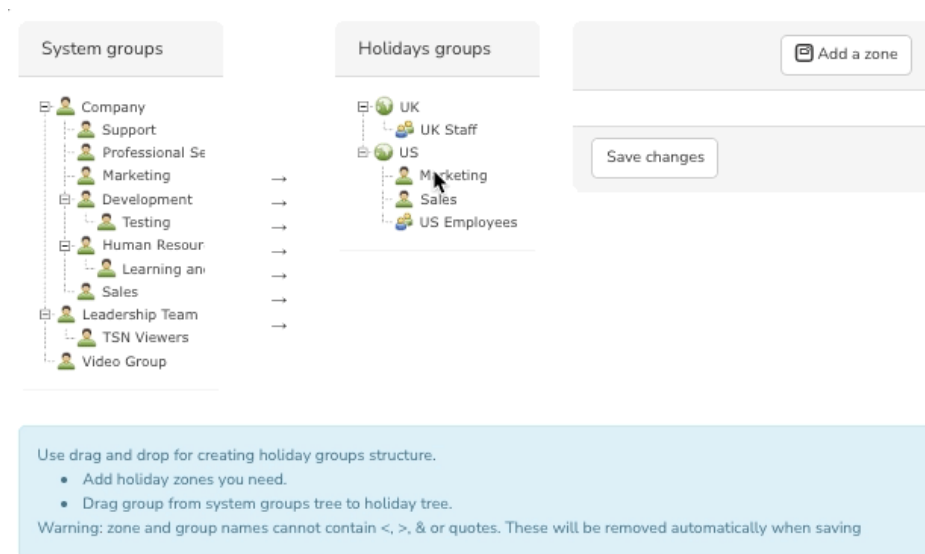
Reset to default

Global work day

Global Holiday

What are Holiday Groups?

These can be arranged how you would like, they typically reflect the team structure within the organisation. It is possible to use the existing system group by simply dragging them under the correct Zone.



Within a holiday group, you can specify the following roles:

Manager - A Holiday Group Manager can view the team's holiday and approve/reject their holiday. This user also receives notifications when a member is requesting a holiday.

Substitute Manager - A Substitute Manager has the same right as Manager but will only receive notifications when a Manager is on holiday.

Permission to run Report - Users with permission to run Holiday Planner Reports for the group specified, you can select multiple users who can run a report.

Holiday group members - users who belong to the same holiday group member can see each other holiday according to [My team](#) definition.

FAQs

What happens to a member who has been added to 2 different zones?

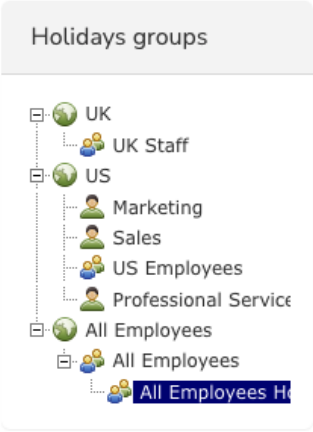
The zone listed at top of the list takes precedence. It means if you have a member who has been added to 2 different zones, the top zone will be used by the system.

What happens to a member who has been added to 2 different groups?

Groups can have a tree-like hierarchy, and members of a group closer to the root will have a higher hierarchy than the member of sub-groups.

What if I want everyone in the company to see each others holiday including the Who's out component but they are in different groups and zones?

It is possible to create a visibility zone for example "All Employees" with no managers and put everyone who wishes to see each other holiday in a visibility holiday group. Please note the group hierarchy, meaning if you have sub-groups you may want to put everyone at the bottom of the tree.



Last modified on 3 December 2024 by [Abigail Yap](#)

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