

The screenshot displays the configuration interface for holiday zones. On the left, under 'System groups', a tree view lists various departments like Support, Marketing, and HR. The middle section, 'Holidays groups', shows a similar tree for holiday-specific groups, including 'UK Staff', 'US Employees', and 'All Employees Holiday'. The right panel is for editing a zone named 'All Employees Holiday'. It includes fields for 'Name', 'Set manager' (with a 'Browse' button), 'Set substitute' (with a 'Browse' button), and '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.

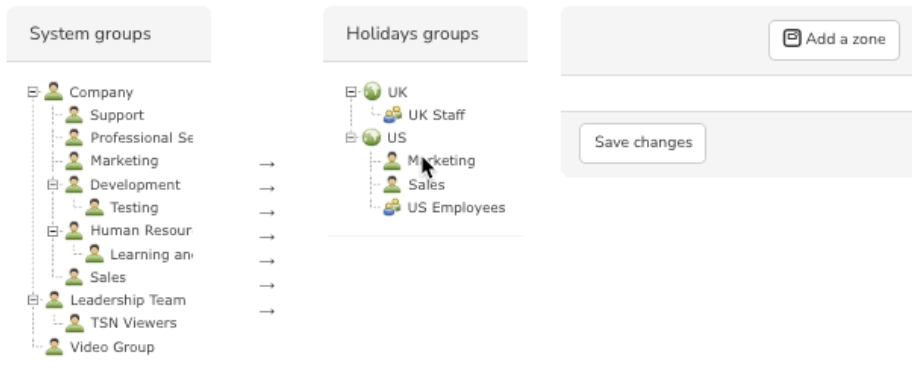
This screenshot shows the 'Add a zone' configuration form. It includes fields for 'Zone name' (set to 'UK'), 'Carry over holiday limit' (set to 5), 'Carried holidays expire' (set to 30 days), and 'Holiday start month' (set to April). There are buttons for 'Add HP group', 'Delete zone', and 'Save changes'.

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

The screenshot shows the 'Common Holidays' configuration page. The left sidebar has a 'Common Holidays' section highlighted with a red box. The main area displays a calendar for December 2022. Under 'Holiday zones', there are rows for 'UK' and 'US', each with 'Current year' and 'Every year' options. The calendar grid shows days colored in light blue (Global work day) and light red (Global Holiday). Below the calendar, there are buttons for 'Reset to default', 'Global work day', and '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.



Use drag and drop for creating holiday groups structure.

- Add holiday zones you need.
- Drag group from system groups tree to holiday tree.

Warning: zone and group names cannot contain <, >, & or quotes. These will be removed automatically when saving

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.

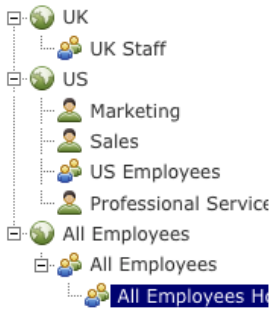
**What happens to a member who has been added to 2 different groups?**

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.

## Holidays groups



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Last modified on 30 November 2023 by Hannah Door

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Tags: holiday, tips, planner, zone