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Vacations & Holidays

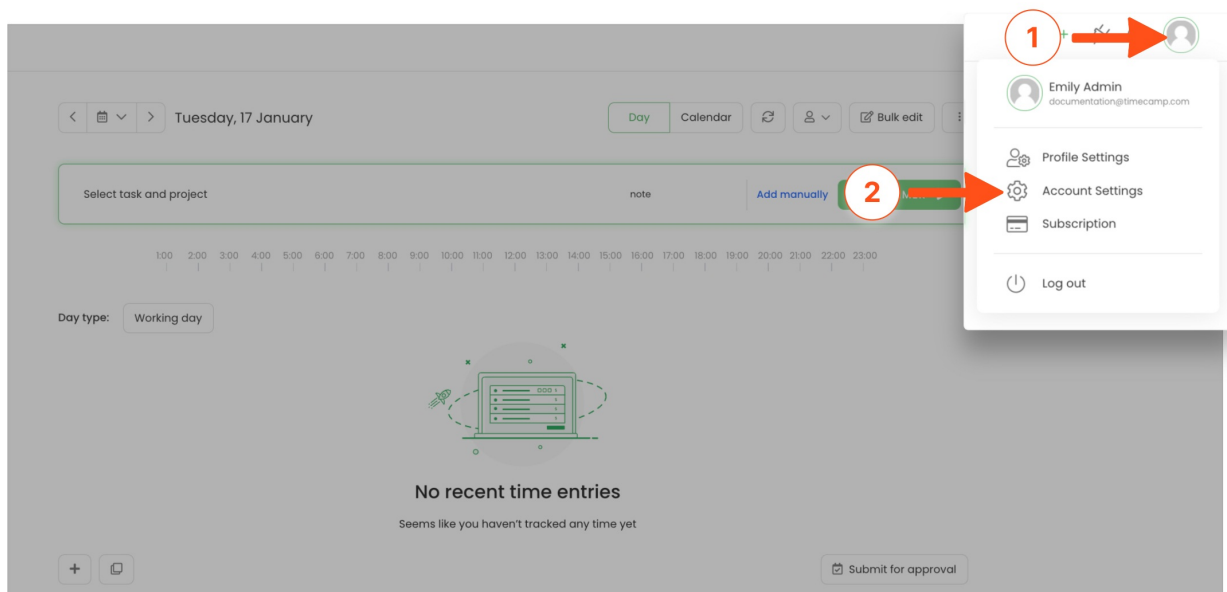
In this article:

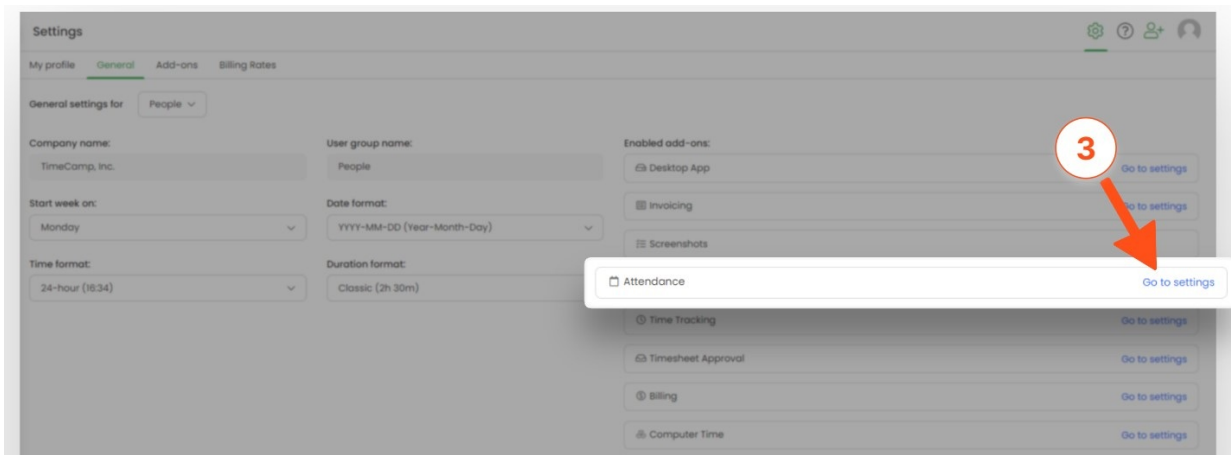
- [Settings](#)
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With the Attendance module, you can manage users' time and their days off. You can define specific days as holidays or set up a number of vacation hours for each user. In addition, you can assign specific tasks as Holidays and Vacations to generate reports on holidays and vacation hours.

Settings

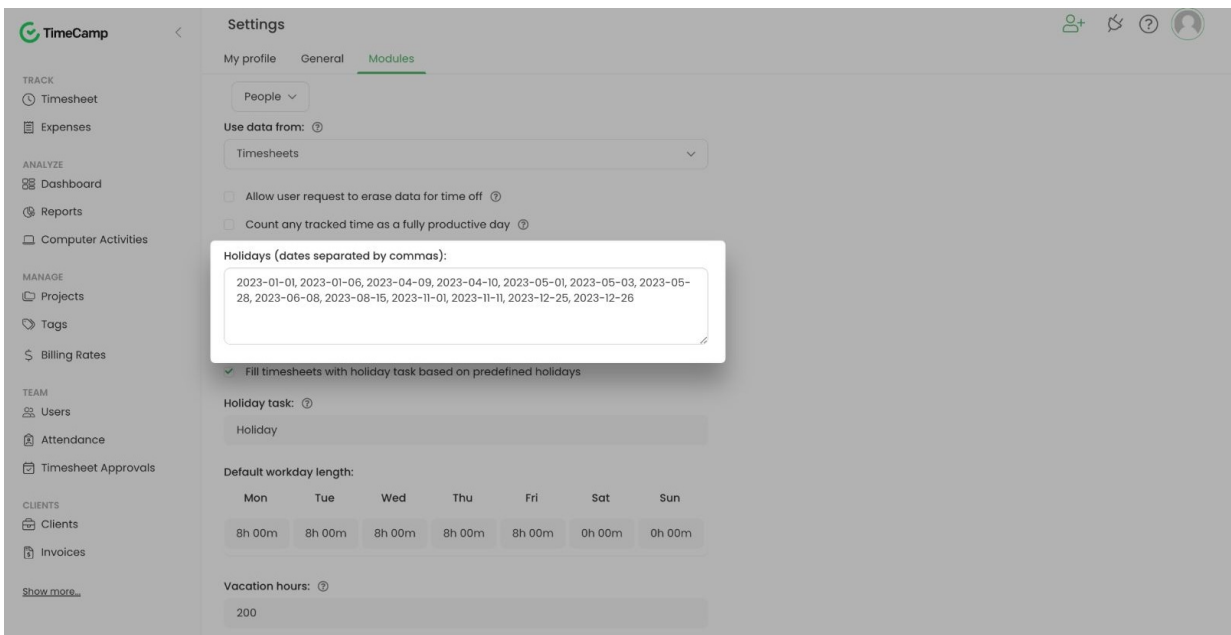
To set up holidays and vacations on your account open the Attendance settings. To do that click on your avatar in the upper-right corner and select the **Account Settings** option. You'll be redirected to the General tab where you can use the shortcut to get to the **Attendance settings**.





Holidays

Under the **Holidays** section, you can input specific dates in the **YY-MM-DD** format to automatically set them as Holidays in the Attendance report.



After adding these dates their date type will be automatically switched to Holiday.

Attendance

Date: Jan 1 - Jan 7, 2024 | People: Emily Admin

Emily Admin | Columns | Day type | Bulk edit | Accepting requests

Show statistics

Date	Total in projects	Total between first and last time entry	Should Be	Vacation hours	First time entry	Last time entry	Day type
Jan 1, Mon							Holiday
Jan 2, Tue			8h 00m				Working day
Jan 3, Wed			8h 00m				Working day
Jan 4, Thu			8h 00m				Working day
Jan 5, Fri			8h 00m				Working day
Jan 6, Sat							Holiday
Jan 7, Sun							Non-working day
7 days	0s 0%	0s 0%	32h 00m 100%	0s			

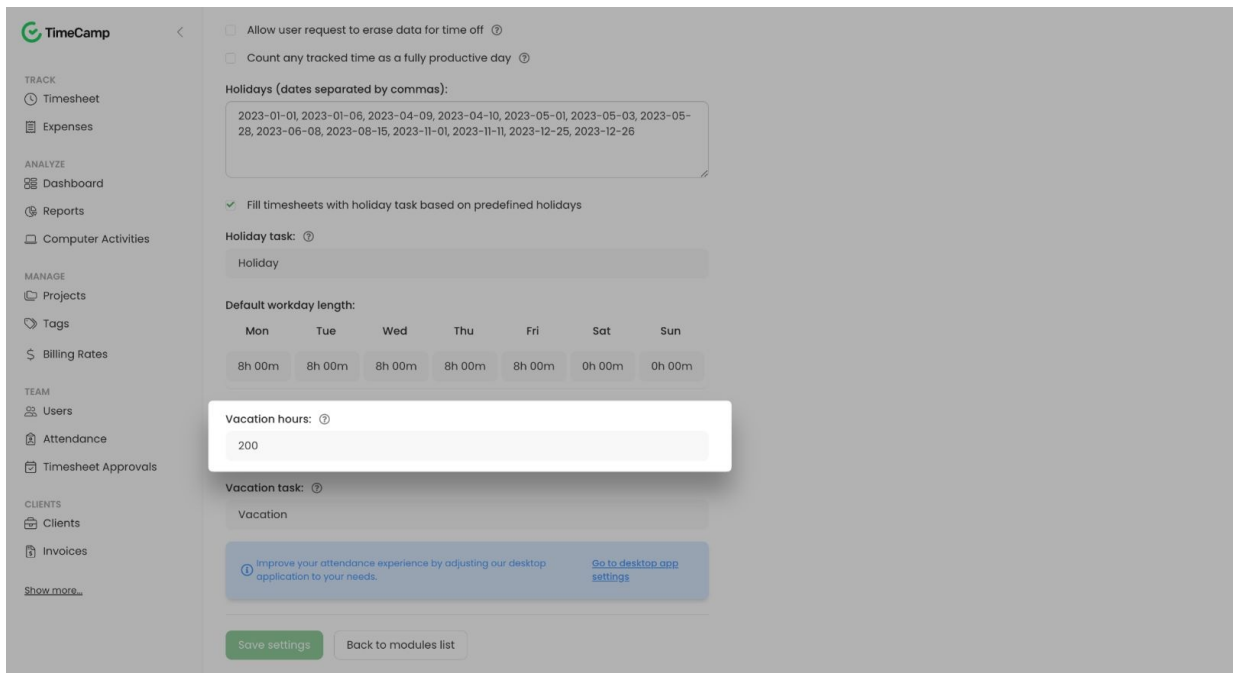
Please keep in mind that this setting is not updated or automatically removed after the year ends. You need to manually insert new dates for each year.

If you remove dates from the previous year their date type will be automatically switched to the default Working day.

The additional option we provide here is **Holiday Task**. You can set a special task for your holidays so timesheets will be automatically filled in with this task if their day type is set to Holiday. Learn more [below in this article](#).

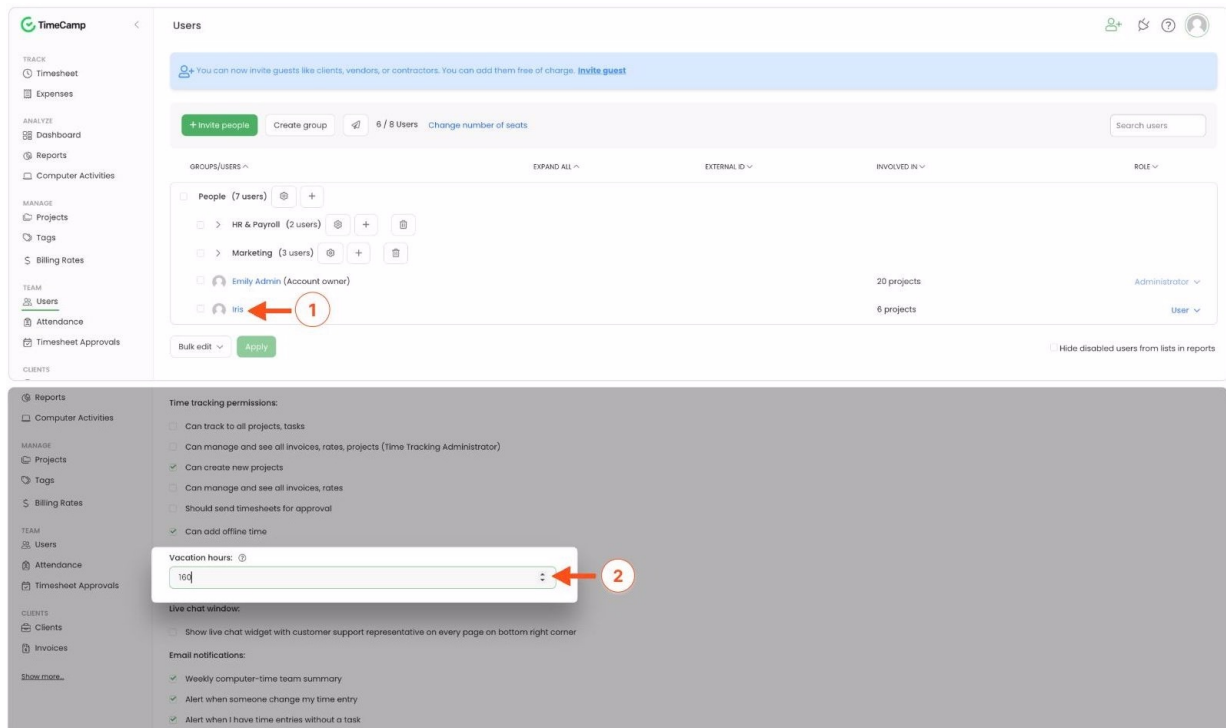
Vacations

Under the **Vacation hours** section, you can define the general number of vacation hours for users from the group you are editing. Your coworkers can send requests for a vacation on a specific day and you will be able to view and accept or reject it in the Attendance tab.



If you want to create an **exception for certain users**, you can set a custom number of hours for each user in their profile settings. Personal setting will override the global setting.

To do that go navigate to the **Users tab** on the left side menu, click on the name of the target user to open their Profile settings and set a custom number of hours under the **Vacation hours** section.



Used vacation hours will be visible in the statistics in the Attendance tab.

Iris Columns Day type Bulk edit Awaiting requests

Hide statistics

PER DAY

49m

TOTAL

209h 50m

FIRST AND LAST TIME ENTRY

10:43 – 13:03

PER DAY (BETWEEN FIRST AND LAST TIME ENTRY)

53m

TOTAL BETWEEN FIRST AND LAST TIME ENTRY

227h 32m

PRODUCTIVE DAYS / WORKING DAYS

30.5 / 255

USED VACATION HOURS THIS YEAR

71h 00m / 200h

<input type="checkbox"/> Date	Total in projects	Total between first and last time entry	Should Be	Vacation hours	First time entry	Last time entry	Day type
<input type="checkbox"/> Jan 1, Sun				0s			Non-working day
<input type="checkbox"/> Jan 2, Mon	6h 00m	6h 00m	8h 00m	0s	10:36	16:36	Working day
<input type="checkbox"/> Jan 3, Tue			5h 00m	0s	17:12	17:12	Working day
<input type="checkbox"/> Jan 4, Wed			8h 00m	0s	17:14	17:14	Working day
<input type="checkbox"/> Jan 5, Thu			8h 00m	0s			Working day

TOTAL BETWEEN FIRST AND LAST TIME ENTRY

0s

PRODUCTIVE DAYS / WORKING DAYS

0 / 5

USED VACATION HOURS THIS YEAR

24h 00m / 200h

<input type="checkbox"/> Date	Total in projects	Total between first and last time entry	Should Be	Vacation hours	First time entry	Last time entry	Day type
<input type="checkbox"/> Jan 15, Mon			8h 00m				Working day
<input type="checkbox"/> Jan 16, Tue			8h 00m				Working day
<input type="checkbox"/> Jan 17, Wed			8h 00m				Working day
<input type="checkbox"/> Jan 18, Thu			8h 00m	8h 00m			Vacation leave
<input type="checkbox"/> Jan 19, Fri			8h 00m	8h 00m			Vacation leave
<input type="checkbox"/> Jan 20, Sat							Non-working day
<input type="checkbox"/> Jan 21, Sun							Non-working day

7 days
0s
0%
0s
0%
40h 00m
100%
16h 00m

<input type="checkbox"/> Dec 26, Tue			8h 00m				Working day
<input type="checkbox"/> Dec 27, Wed			8h 00m				Working day
<input type="checkbox"/> Dec 28, Thu			8h 00m				Working day
<input type="checkbox"/> Dec 29, Fri			8h 00m				Working day
<input type="checkbox"/> Dec 30, Sat							Non-working day
<input type="checkbox"/> Dec 31, Sun							Non-working day

31 days
0s
0%
0s
0%
168h 00m
100%
0s

Summary of 2023: **Vacation leave:** 8 days **Absent:** 3 days **Parental leave:** 2 days **Sick leave:** 1 day

The additional option we provide here is **Vacation Task**. You can set a special task for your vacations so each time you create time entries with this task on timesheets, vacation hours will be automatically added to the Attendance report. Learn more [below in this article](#).

Day type

The day type option allows users to define whether it is a working or non-working day, add sick leave, vacations, and holidays, set the remote work, business trips, etc.

To change the day type users should send a request and their manager will be able to accept or reject the day type change.

For Supervisors and Administrators, changes will be applied immediately without requests.

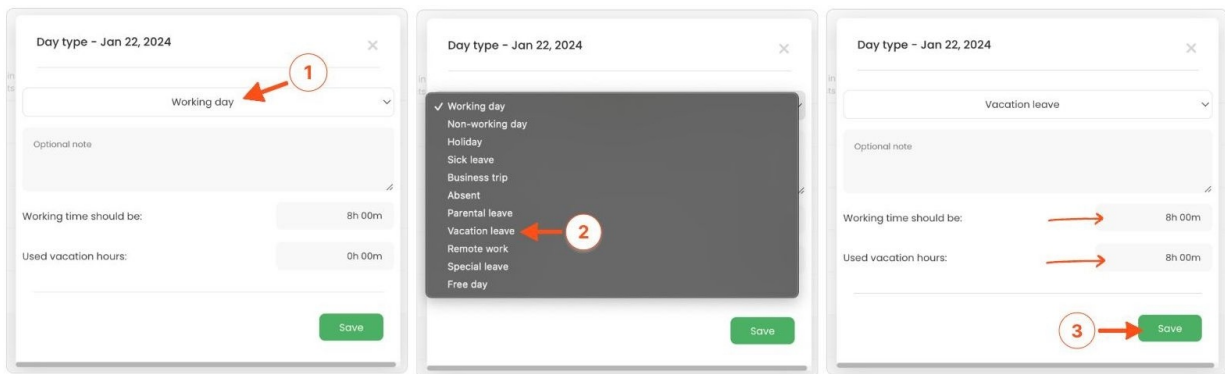
Send request

To change the type of certain days, e.g. request sick leave, parental leave, vacations, etc. **click on the Day Type button** next to a certain date and **fill in your request**.

Date	Total in projects	Total between first and last time entry	Should Be	Vacation hours	First time entry	Last time entry	Day type
Jan 22, Mon			8h 00m				Working day
Jan 23, Tue			8h 00m				Working day
Jan 24, Wed			8h 00m				Working day
Jan 25, Thu			8h 00m				Working day
Jan 26, Fri			8h 00m				Working day
Jan 27, Sat							Non-working day
Jan 28, Sun							Non-working day

7 days 0s (0%) 0s (0%) 40h 00m (100%) 0s

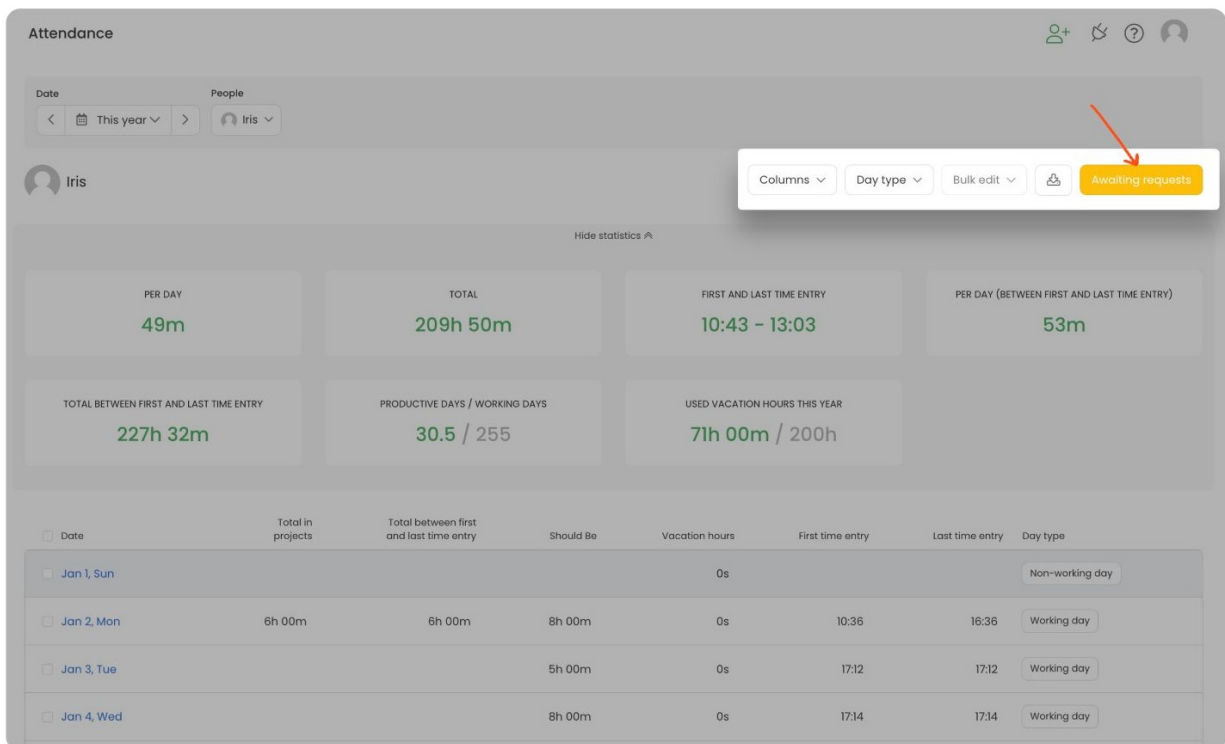
In the pop-up window **choose the new day type** from the list, optionally define the number of hours that should have been worked during that day or used vacation hours, and click on the **Save** button.



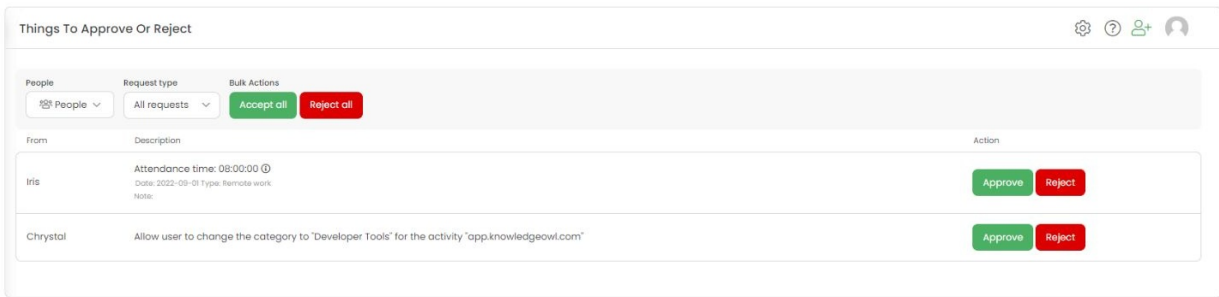
Supervisor or Administrator who manages this user will receive an email notification to approve or reject the request.

Accept requests

Administrators and Supervisors will find the additional option in the attendance report - **Awaiting requests** button.



This tab allows using the **People filter**, selecting only a certain **request type**, and **accepting or rejecting all requests** at once.



Learn more about day types from this [article](#).

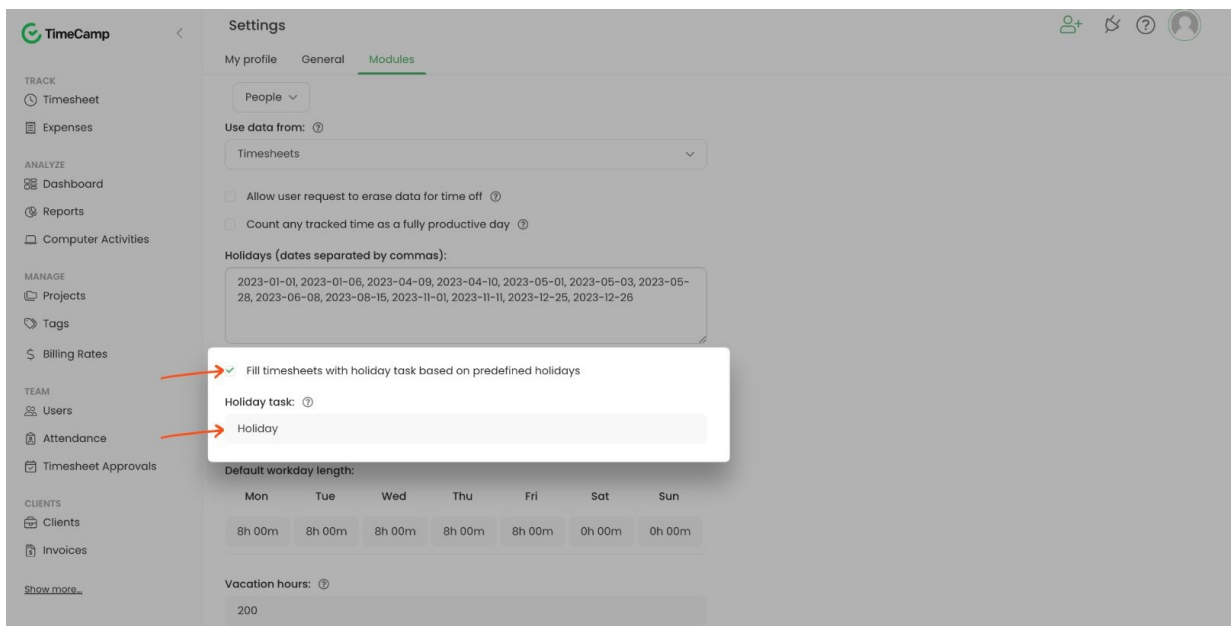
Vacation & Holiday task

Except for setting specific days as Holidays and defining Vacation hours to use we provide an additional option to add Holiday and Vacation tasks.

This feature will allow you to include Holidays and Vacation time into project **Reports**.

Holiday Task

If you mark the checkbox next to the **Fill timesheets with holiday task based on predefined holidays** option in Settings and select a task that should be defined as a **Holiday task**, timesheets will be automatically filled in with this task if their day type is set to Holiday.



After you define specific dates as Holidays in settings or users manually change the day type to Holiday, a time entry with a Holiday task will be created on that day.

The duration time of entry will be adjusted to the default workday length or the one set when manually changing the day type.

Date	Total in projects	Total between first and last time entry	Should Be	Vacation hours	First time entry	Last time entry	Day type
Jan 8, Mon	9h 00m	9h 00m	9h 00m	0s	8:00	17:00	Holiday
Jan 9, Tue			8h 00m				Working day
Jan 10, Wed			8h 00m				Working day
Jan 11, Thu			8h 00m				Working day
Jan 12, Fri			8h 00m				Working day
Jan 13, Sat							Non-working day
Jan 14, Sun							Non-working day

Summary: 7 days, 9h 00m (22%), 9h 00m (22%), 4h 00m (100%), 0s

Monday, 8 January [Return to Today](#)

Day Week Calendar

What will you do? note 10:54 - 10:54 0h 00m [ADD TIME ENTRY](#)

1:00 2:00 3:00 4:00 5:00 6:00 7:00 8:00 9:00 10:00 11:00 12:00 13:00 14:00 15:00 16:00 17:00 18:00 19:00 20:00 21:00 22:00 23:00

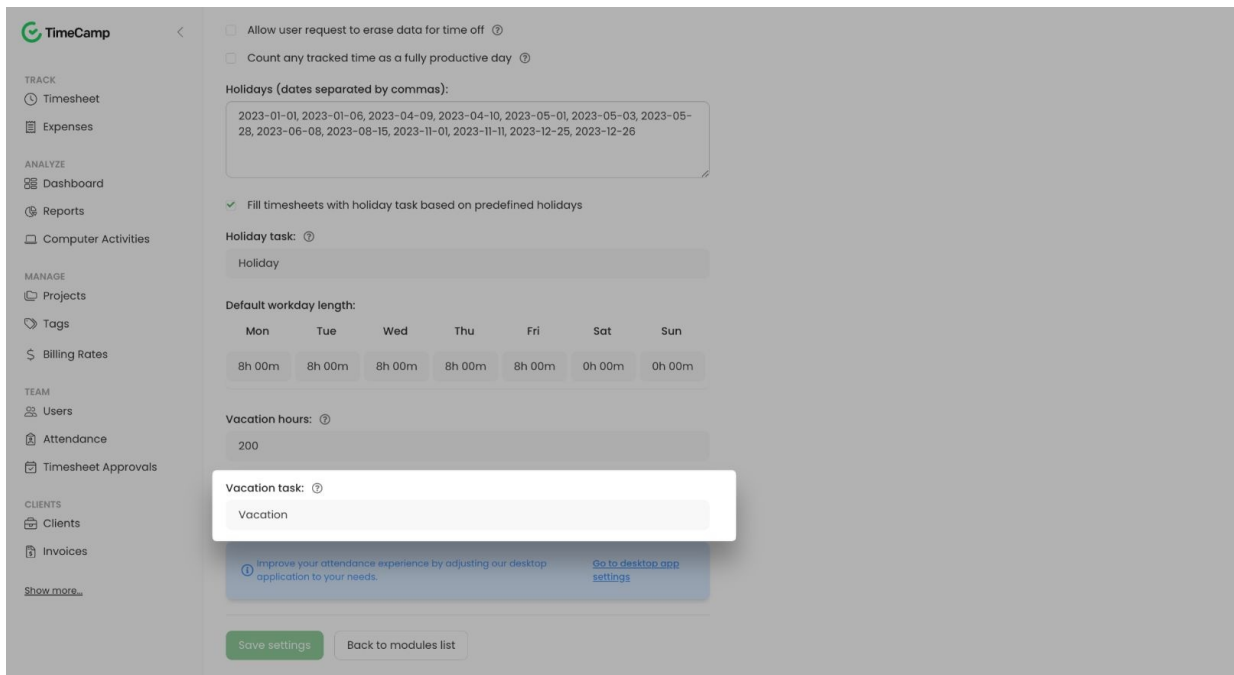
Holiday Select a tag \$ note 08:00 - 17:00 9h 00m

08:00 - 17:00 9h 00m

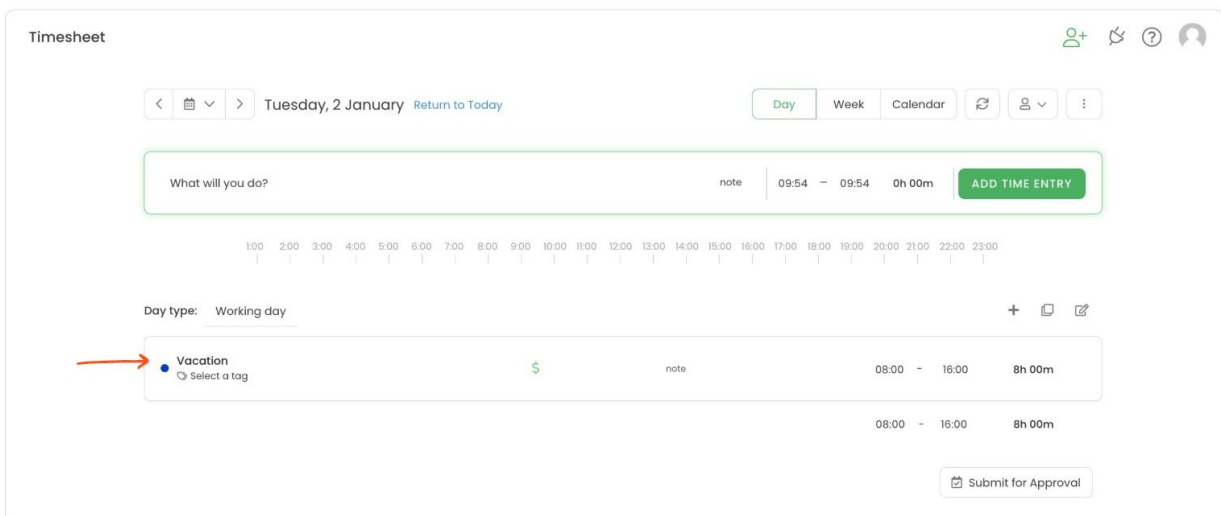
[Submit for Approval](#)

Vacation Task

If you select a task that should be defined as a **Vacation task**, then each time users create a time entry with this task on timesheets, vacation hours will be automatically added to the Attendance report.



After user creates a time entry and assigns a Vacation task, the duration time of this entry will be automatically added as vacation hours in the Attendance tab on that day.



Emily Admin Columns ▾ Day type ▾ Bulk edit ▾ 🗑️ Awaiting requests

Hide statistics ⌵

PER DAY 2h 00m	TOTAL 8h 00m	FIRST AND LAST TIME ENTRY -	PER DAY (BETWEEN FIRST AND LAST TIME ENTRY) 2h 00m
TOTAL BETWEEN FIRST AND LAST TIME ENTRY 8h 00m	PRODUCTIVE DAYS / WORKING DAYS 1 / 4	USED VACATION HOURS THIS YEAR 8h 00m / 200h	

<input type="checkbox"/> Date	Total in projects	Total between first and last time entry	Should be	Vacation hours	First time entry	Last time entry	Day type
<input type="checkbox"/> Jan 1, Mon							Holiday
<input type="checkbox"/> Jan 2, Tue	8h 00m	8h 00m	8h 00m	8h 00m	8:00	16:00	Working day
<input type="checkbox"/> Jan 3, Wed			8h 00m				Working day
<input type="checkbox"/> Jan 4, Thu			8h 00m				Working day
<input type="checkbox"/> Jan 5, Fri			8h 00m				Working day
<input type="checkbox"/> Jan 6, Sat							Holiday
<input type="checkbox"/> Jan 7, Sun							Non-working day
7 days	8h 00m 25%	8h 00m 25%	32h 00m 100%	8h 00m			

Deducting vacation hours won't affect the day type. Users still need to manually change their day types to Vacation.