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Vacations & Holidays

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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.
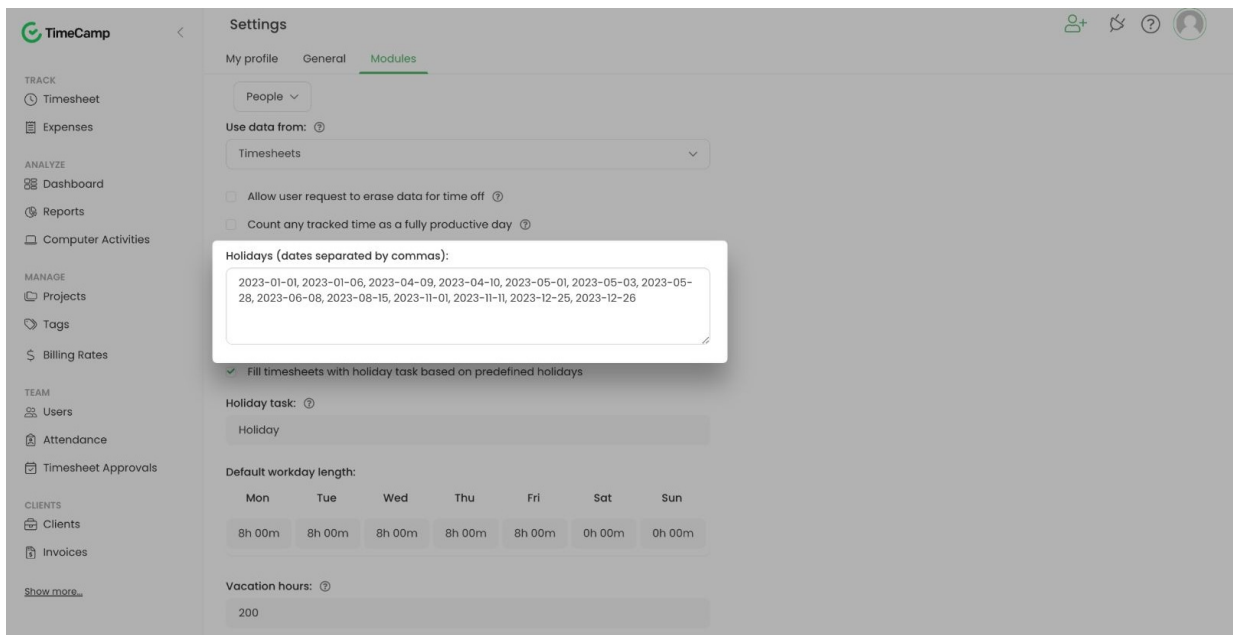
Settings

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**.
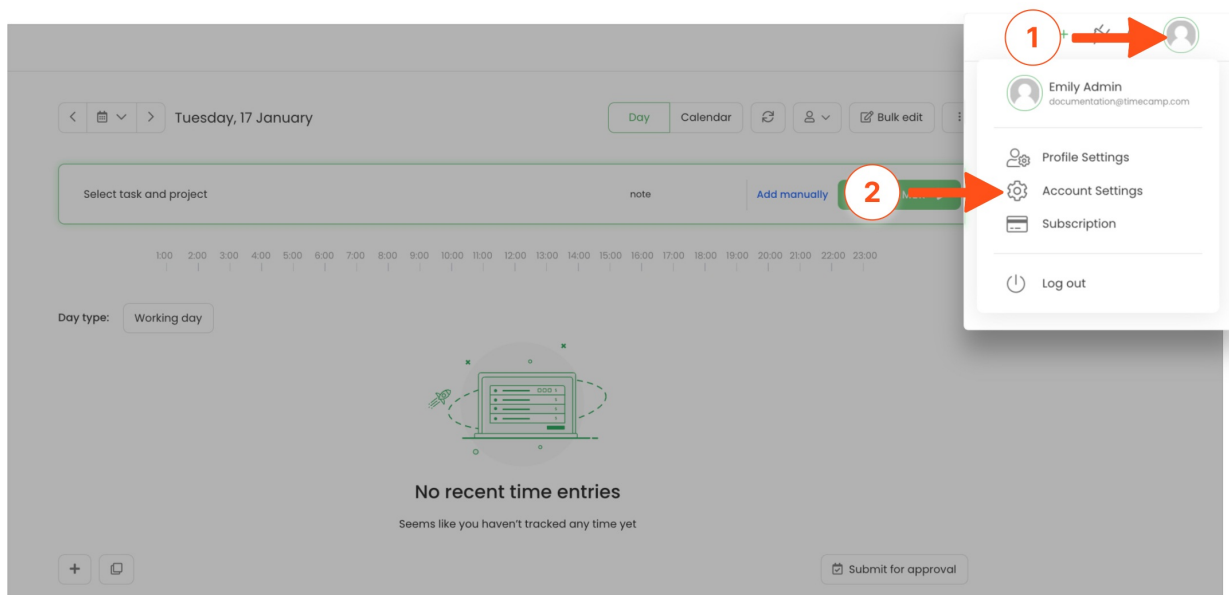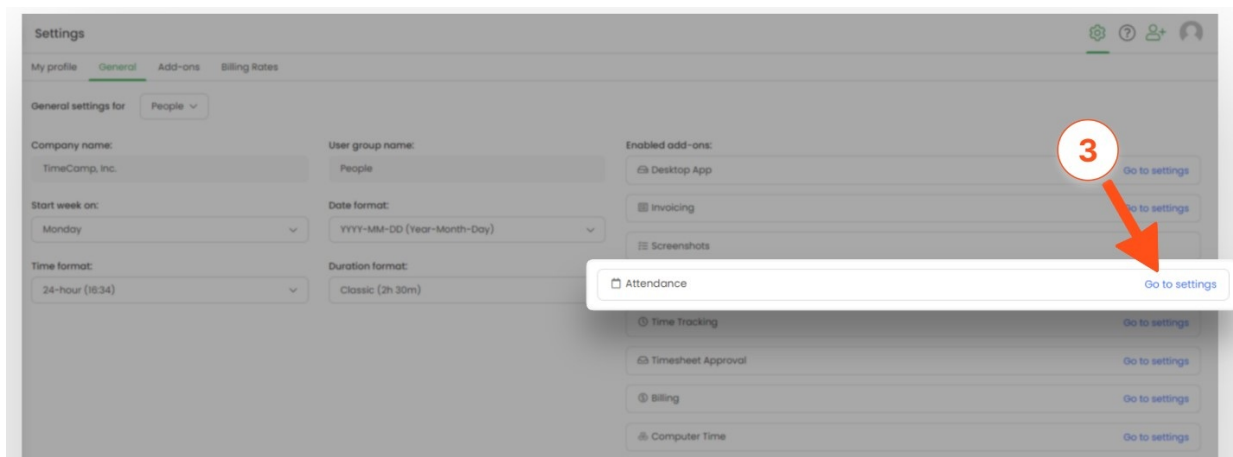
Holidays

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.

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 morebelow in this article.
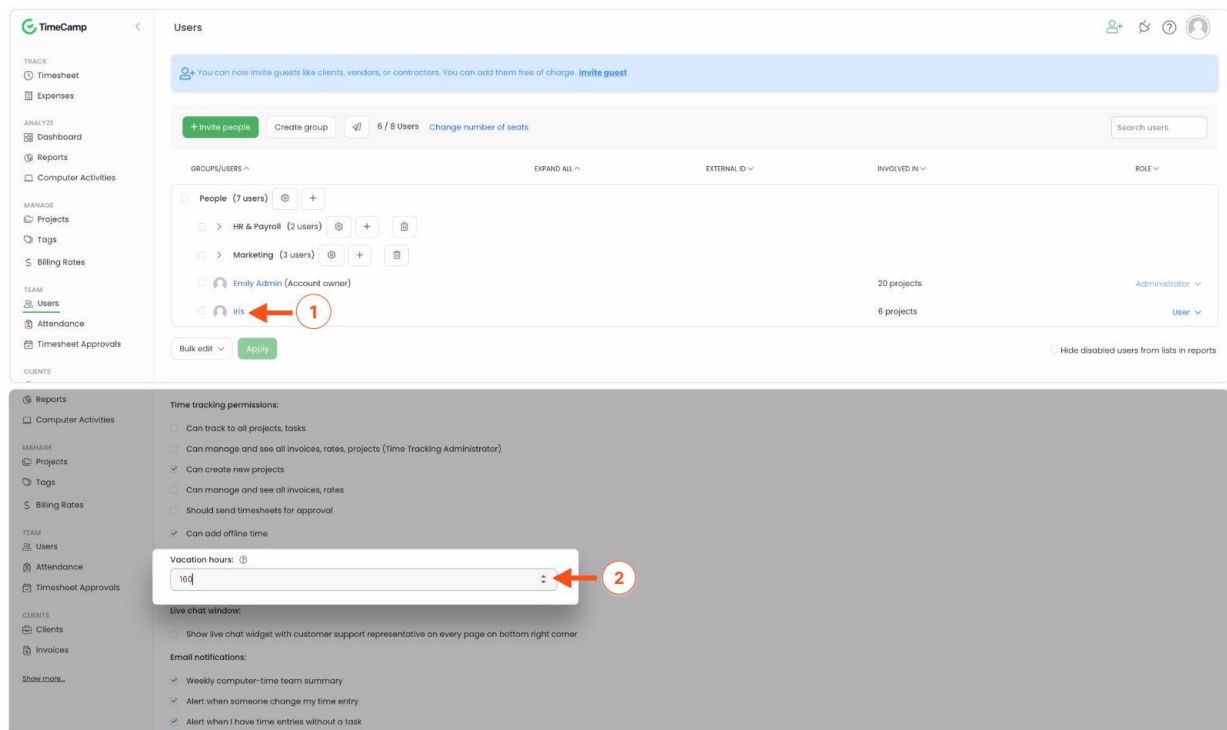
Vacations

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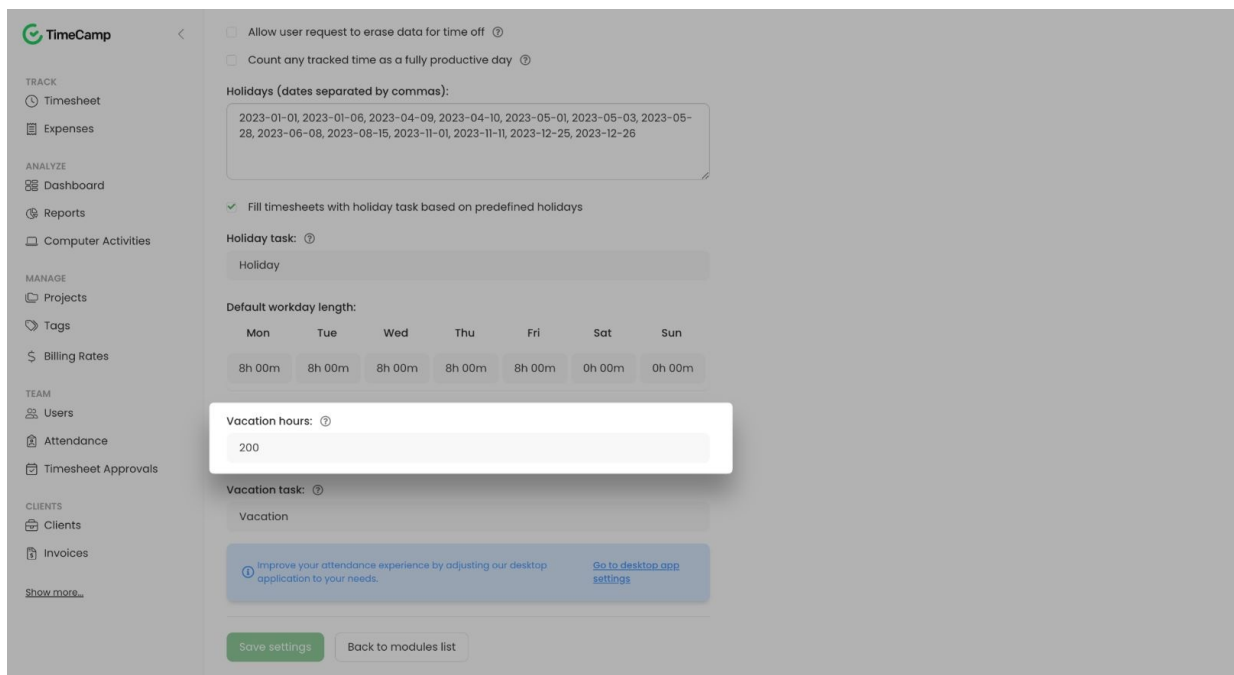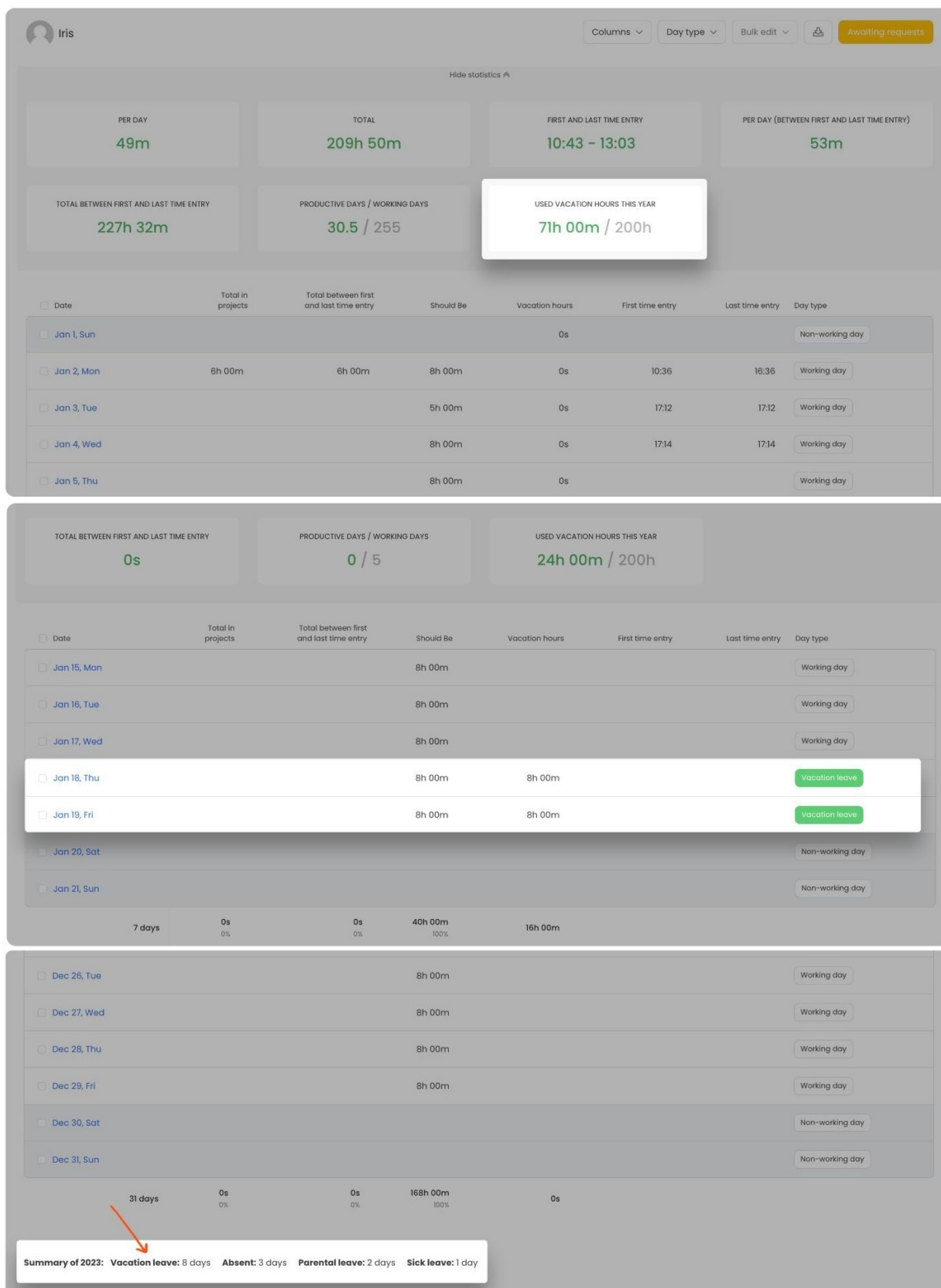
If you want to create an **exception for certain users**, you can set a custom number of hours for each user in their profile settings. Personal setting will override the global setting.

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	TOTAL	FIRST AND LAST TIME ENTRY	PER DAY (BETWEEN FIRST AND LAST TIME ENTRY)
49m	209h 50m	10:43 – 13:03	53m

TOTAL BETWEEN FIRST AND LAST TIME ENTRY	PRODUCTIVE DAYS / WORKING DAYS	USED VACATION HOURS THIS YEAR	
227h 32m	30.5 / 255	71h 00m / 200h	

	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, Sun				0s			Non-working day
☐	Jan 2, Mon	6h 00m	6h 00m	8h 00m	0s	10:36	16:36	Working day
☐	Jan 3, Tue			5h 00m	0s	17:12	17:12	Working day
☐	Jan 4, Wed			8h 00m	0s	17:14	17:14	Working day
☐	Jan 5, Thu			8h 00m	0s			Working day

TOTAL BETWEEN FIRST AND LAST TIME ENTRY	PRODUCTIVE DAYS / WORKING DAYS	USED VACATION HOURS THIS YEAR	
0s	0 / 5	24h 00m / 200h	

	Date	Total in projects	Total between first and last time entry	Should Be	Vacation hours	First time entry	Last time entry	Day type
☐	Jan 15, Mon			8h 00m				Working day
☐	Jan 16, Tue			8h 00m				Working day
☐	Jan 17, Wed			8h 00m				Working day
☐	Jan 18, Thu			8h 00m	8h 00m			Vacation leave
☐	Jan 19, Fri			8h 00m	8h 00m			Vacation leave
☐	Jan 20, Sat							Non-working day
☐	Jan 21, Sun							Non-working day
	7 days	0s 0%	0s 0%	40h 00m 100%	16h 00m			

	Date	Total in projects	Total between first and last time entry	Should Be	Vacation hours	First time entry	Last time entry	Day type
☐	Dec 26, Tue			8h 00m				Working day
☐	Dec 27, Wed			8h 00m				Working day
☐	Dec 28, Thu			8h 00m				Working day
☐	Dec 29, Fri			8h 00m				Working day
☐	Dec 30, Sat							Non-working day
☐	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**.

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.

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.

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