HR-Software ENG

Days Off (API or Special Vacations)

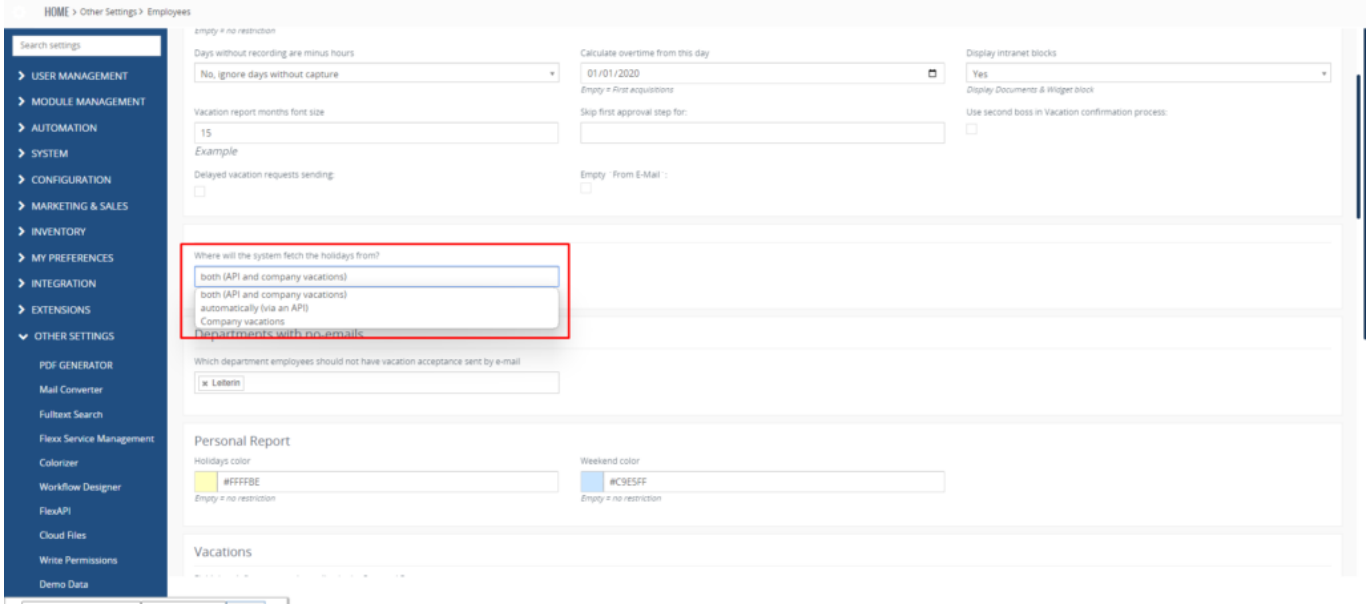
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There are several options how you system can get the free days, to take them into consideration by vacations, overtime etc.

There are 3 options for you to deal with days off within HR-Pack:

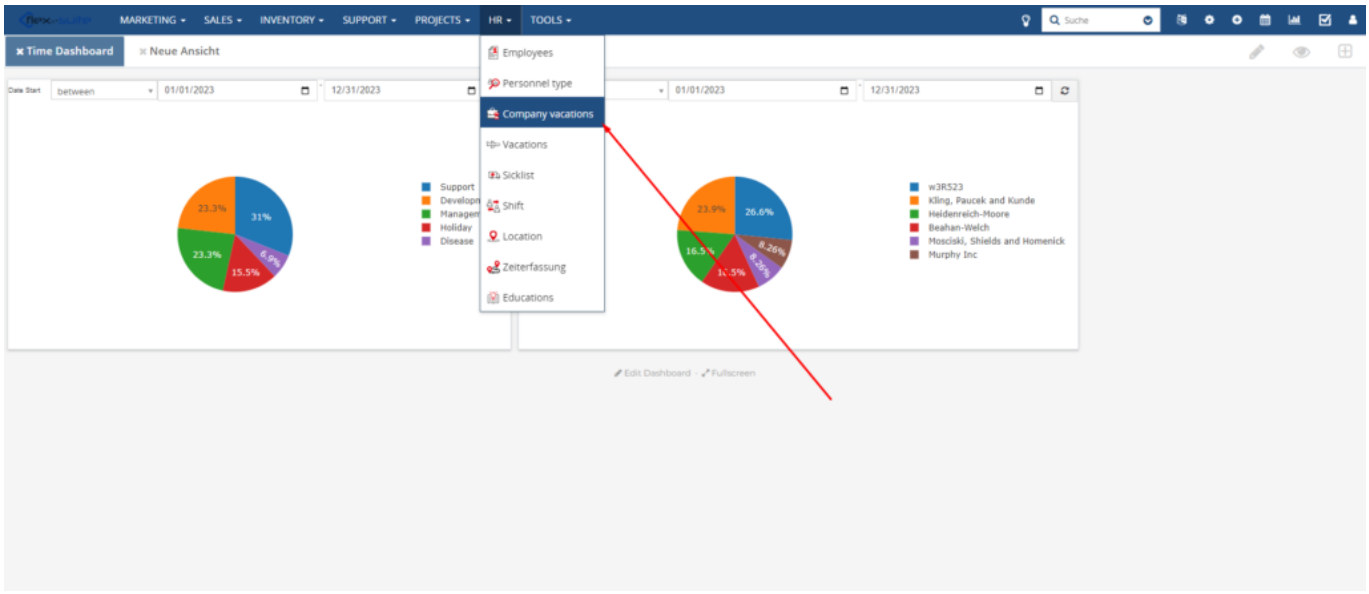
1. to use both option together: API and individual holidays of your company (module Company vacations)
2. to use a special API, which will take the official days off due to the location of the worker. The official free days are the ones, which are accepted by the government;
3. to use a module Company vacations where you will create the holidays manually in your crm for every year and every location (all locations) if needed;

These options you can see on the configuration page and set it up for your system.

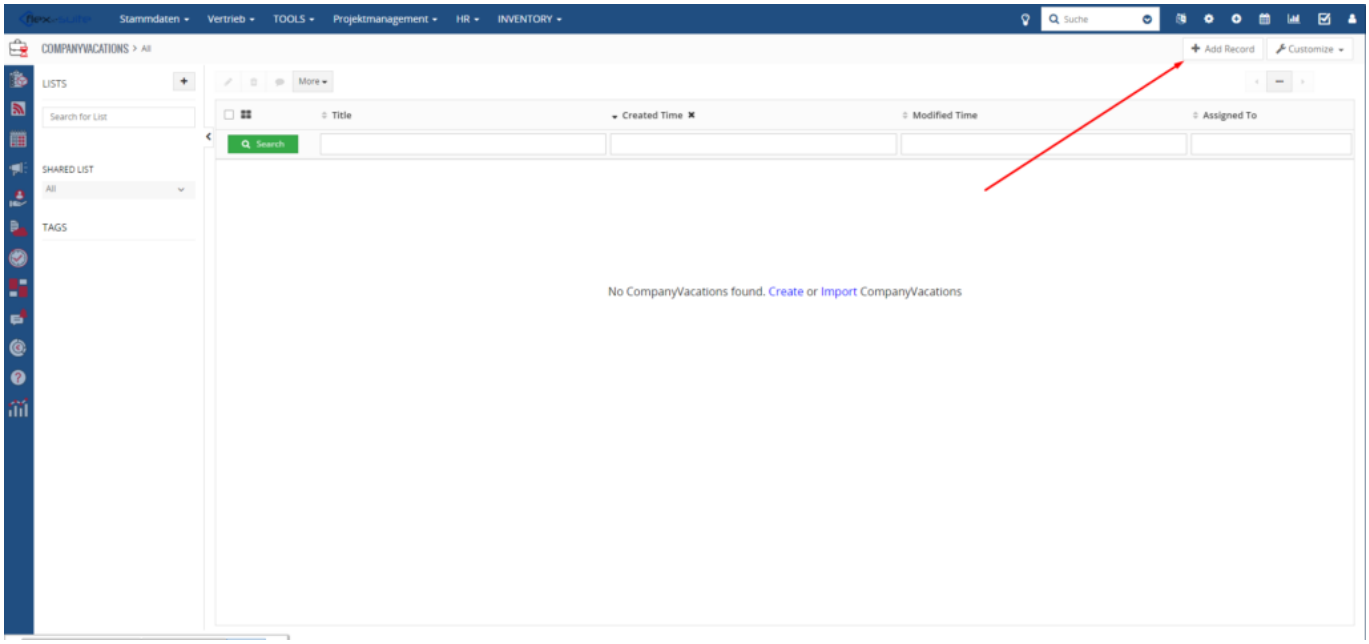


You can create the individual vacation for your company in the following module

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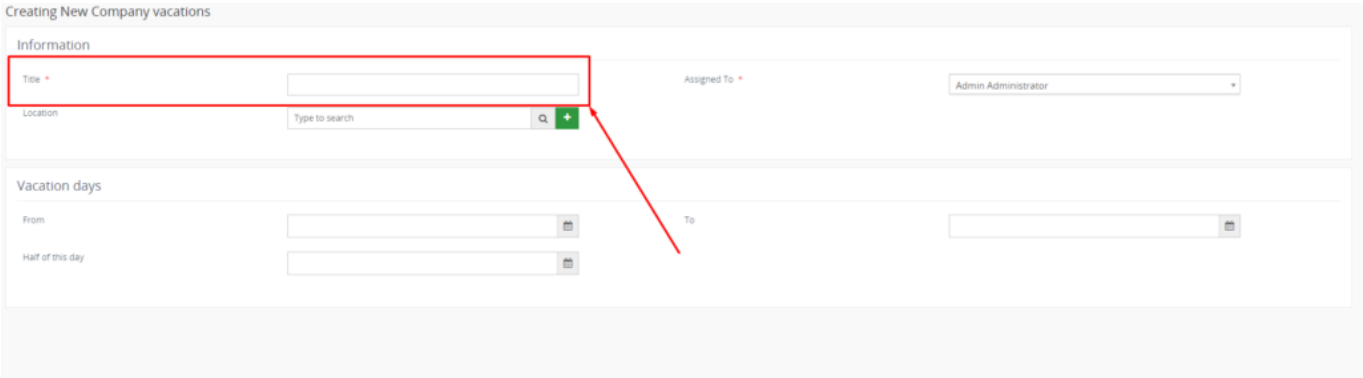
Having opened the module, press the button “Add Record”



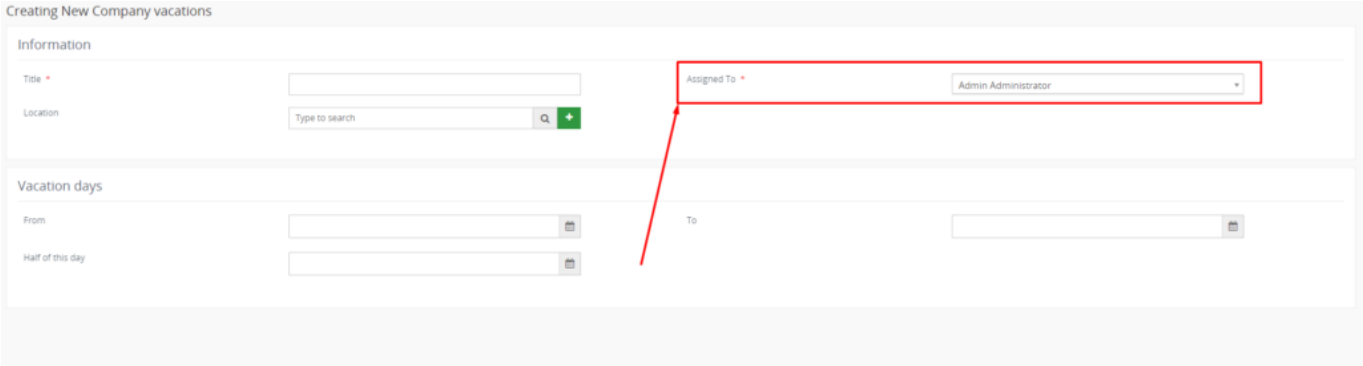
the page for creating a new module record with the following fields opens:

1. “Title” – Record name

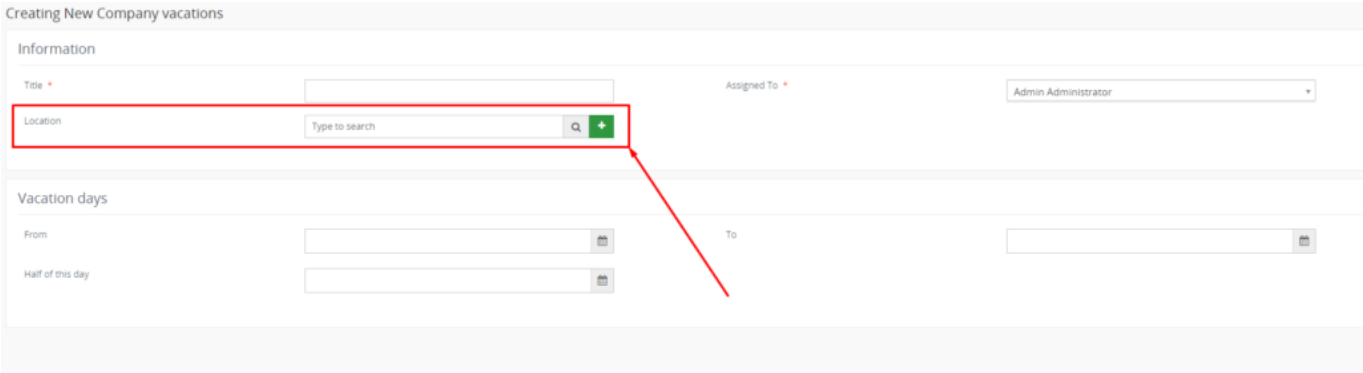
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2. “Assigned To” – Person responsible for recording

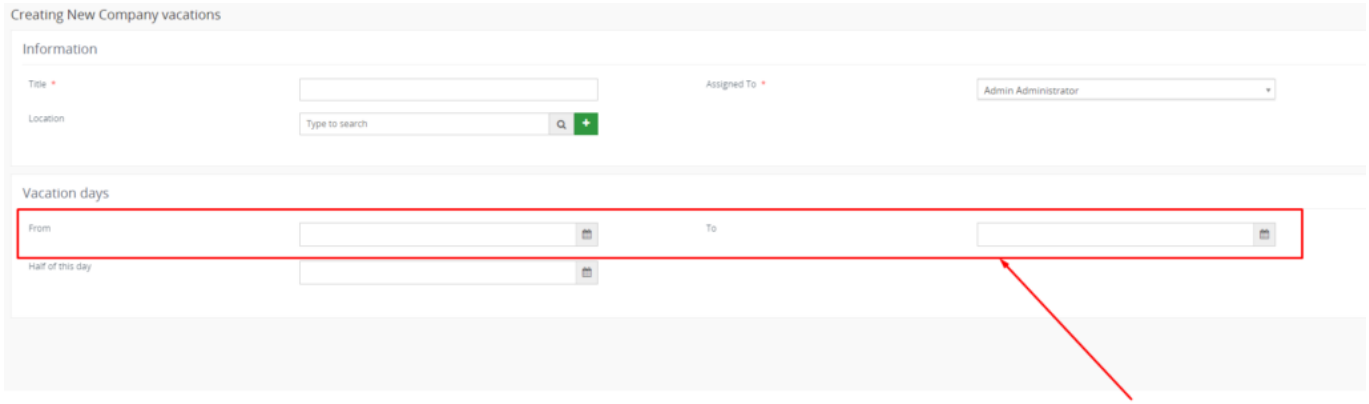


3. “Location” – Record from the “Location” module. If no location is chosen, the company vacation will be valid for all locations, that means for a whole company

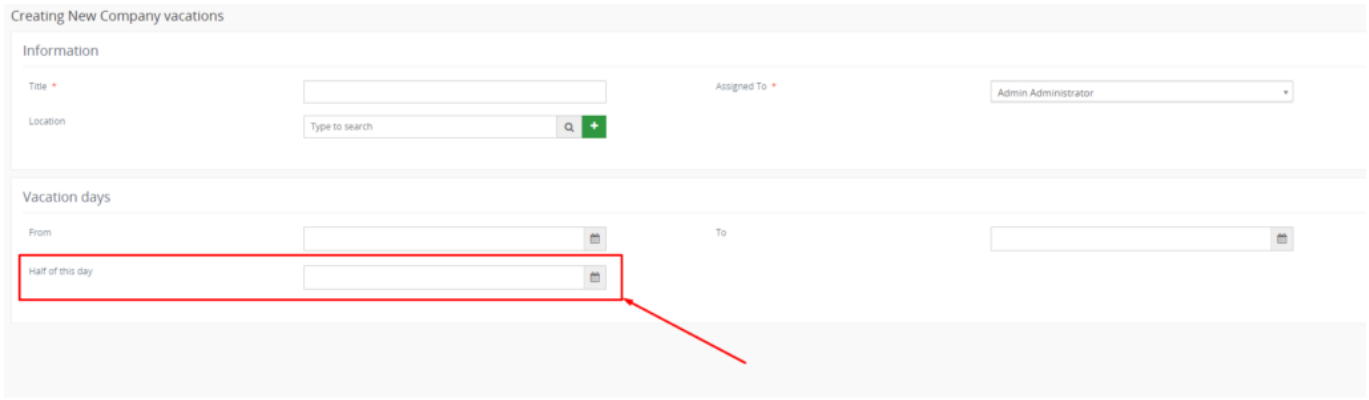


4. Group of fields for specifying the vacation period

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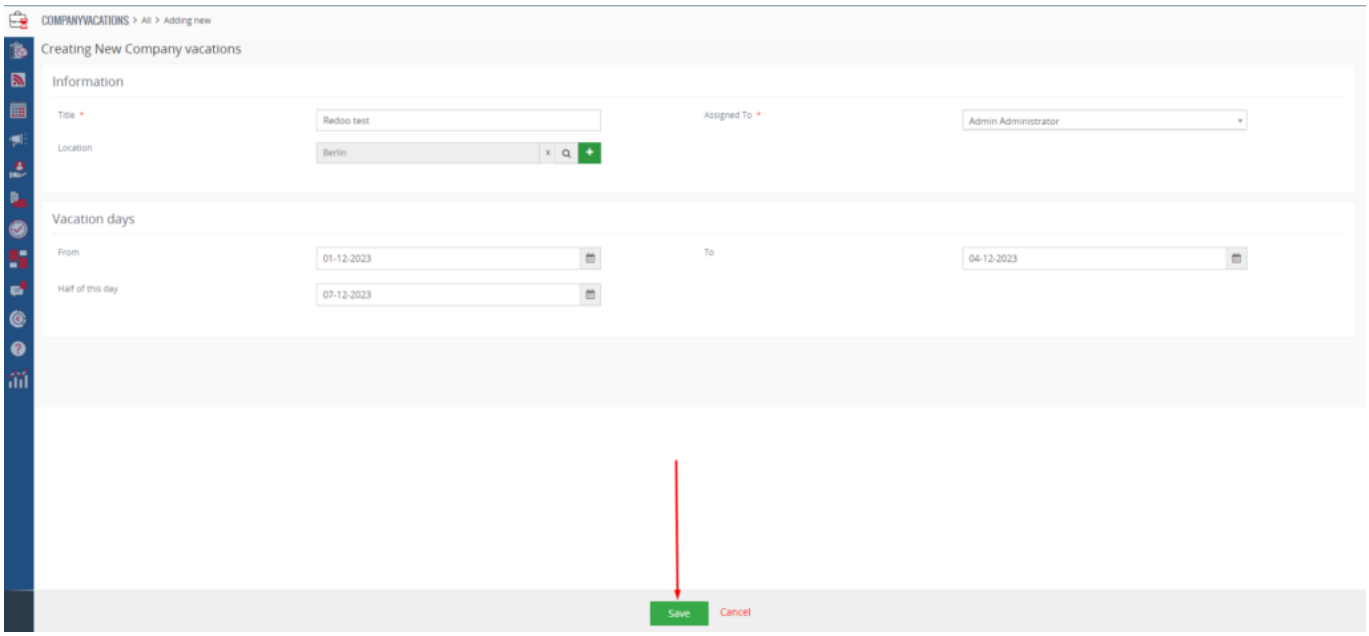


5. Indicate the day on which only half of the working hours are days off.



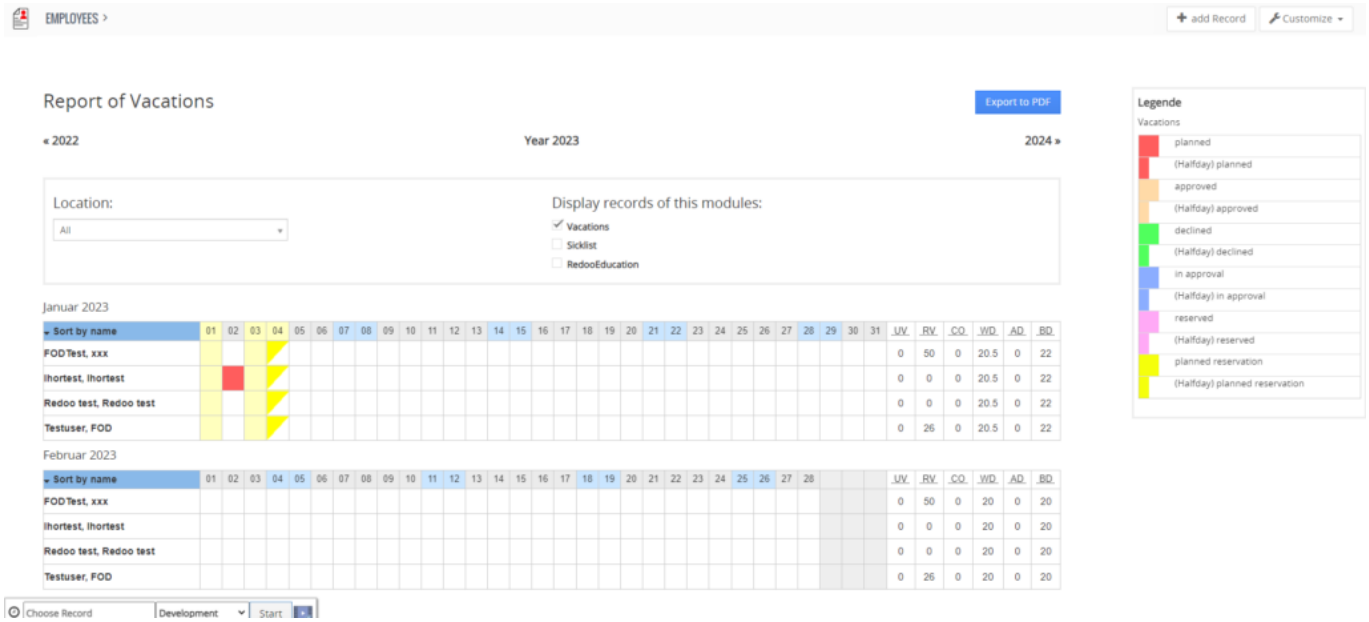
After filling out the fields you can press the Save button

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These vacations (if activated with API holidays or without API holidays) will have an impact on the vacation days of your workers and overtime. If the vacation of the worker overlaps with the company holiday, this day of vacation will not be minused from the vacations account of the worker. Also, the worker will get overtime while working on the company holiday and will not get minus hours while not working on the company holiday.

This will be reflected same as the holidays taken from API on the report:



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