HR-Software ENG

Special vacation

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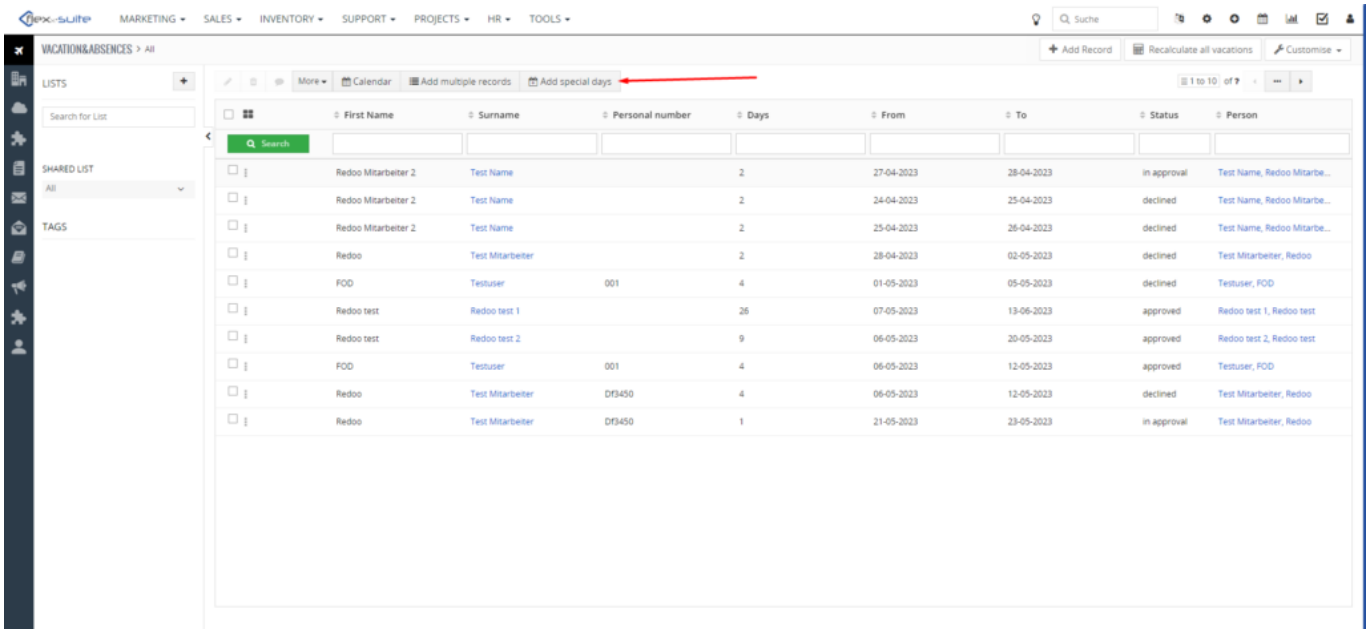
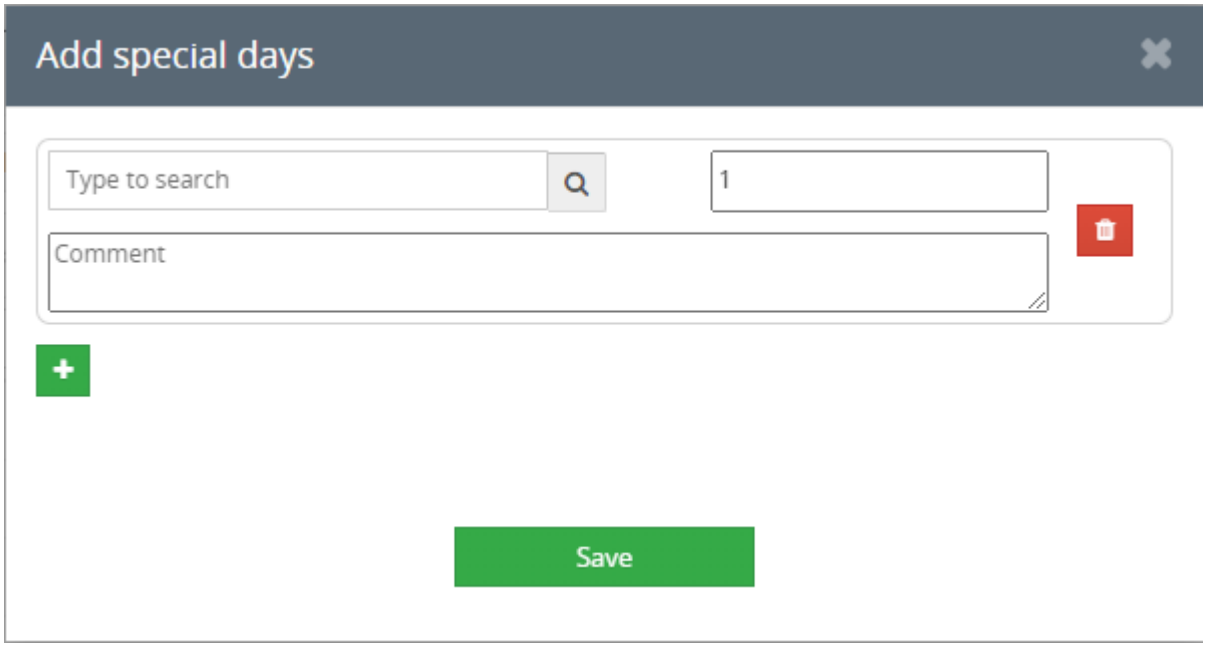
“Special vacation” can be added to each employee, which will be taken into account when calculating the vacation days. The extra days can be added using the “Add special days” button in the list view of the “Vacation planning” module:



In the newly opened mask you can enter the desired employee, the number of days and the comment, then go to “Save”.



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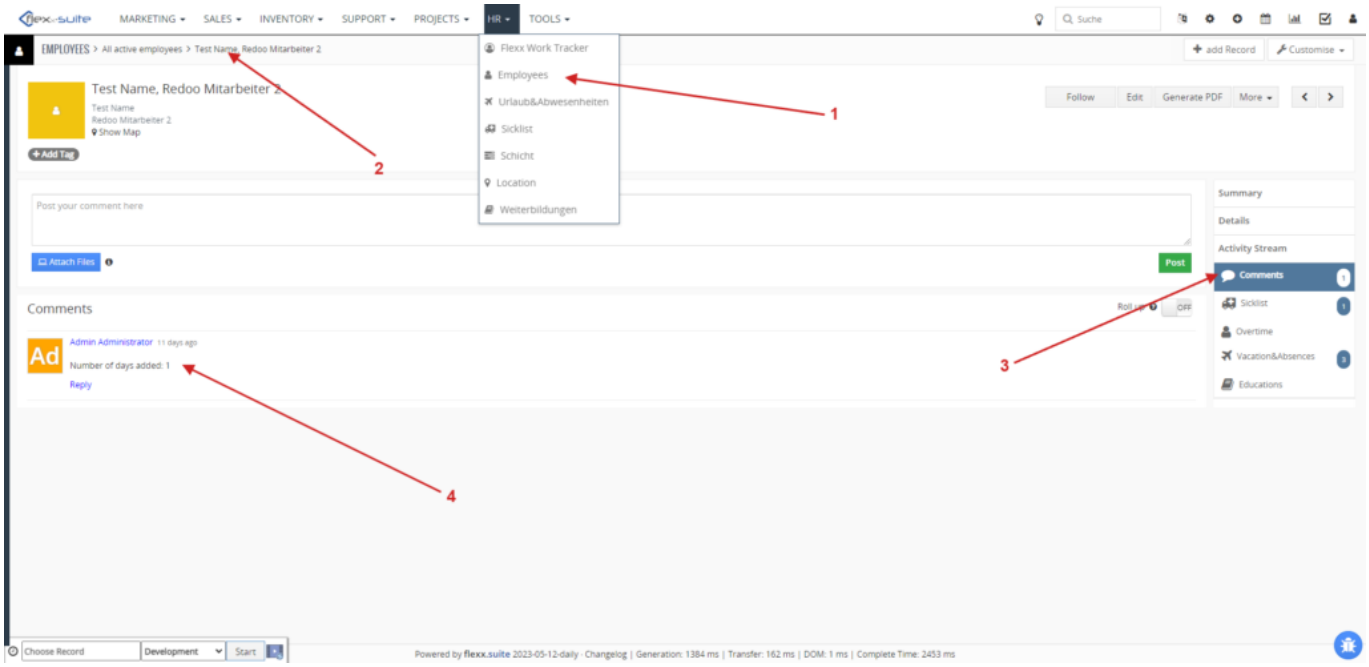
The comment with the specified information is added to the employee's personnel entry in the "Comments" section.

We open the record of the employee when we have added the special leave days. Then we select Comments and see that an entry about additional leave has appeared.



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