

# Holidays

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# Overview

**Holidays** in an ERP's HR module serve as a centralized reference for public, regional, and company-specific holidays, ensuring consistency and compliance in workforce management.

ID	NAME	ACTIONS
36876	Dan samostojnosti in enotnosti	
36875	Božič	
36874	Dan spomina na mrtve	
36873	Dan reformacije	
36872	Marijino vnebovzetje	
36871	Dan državnosti	
36870	Praznik dela	
36869	Praznik dela	
36868	Velikonočni ponedeljek	
36867	Slovenski kulturni praznik	

Holidays are marked on the HR dashboards with the "📅" icon.

Holidays are used to calculate holiday pay and overtime accurately, aligns attendance and leave records by excluding holidays from leave balances, and supports staff planning during holidays. It also ensures compliance with regional labor laws and enhances transparency by allowing employees to view upcoming holidays through the calendar on their [profile page](#).

December 2024							Today
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
25	26	27	28	29	30	1	
2 ✔	3 ✔	4 ✔	5 🏠	6 ✔	7	8	
9 ✔	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25 🎄	26 🎄	27	28	29	
30	31	1	2	3	4	5	

(Click on date to add new workflow request.) ⓘ

Every holiday, eg. "New Year's Day" consists of a date and full holiday name, streamlining holiday-related processes across HR functions.



# Create new holiday

This action requires the "**create holiday**" permission.

New holiday entries can be added through the "**Create new holiday**" form, which can be found above the "**holidays**" table or directly "[here](#)".

ID	NAME	ACTIONS
<input type="checkbox"/> 36876	Dan samostojnosti in enotnosti	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> 36875	Božič	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> 36874	Dan spomina na mrtve	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> 36873	Dan reformacije	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> 36872	Marijino vnebovzetje	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> 36871	Dan državnosti	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> 36870	Praznik dela	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> 36869	Praznik dela	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> 36868	Velikonočni ponedeljek	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> 36867	Slovenski kulturni praznik	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> 36866	Novo leto	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> 36865	Novo leto	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> 36864	Dan samostojnosti in enotnosti	<input type="checkbox"/> <input type="checkbox"/>

When adding a new holiday, the only information needed are the holiday's name and the date it falls on in a given year.

# Update existing holiday

This action requires the "**update holiday**" permission.

Holidays should not be updated due to their use within the HR module. Dates of existing holiday entries should not be updated, as changing the dates could impact planned employee vacations or workdays. However, holidays can be updated, if necessary.

← Praznik dela 🔒 🏠 🔔

**Basic information**

NAME  
Praznik dela \*

DATE  
02. 05. 2025 x 📅

Save

File manager 0 ▼

Comments 0 ▼

Activity timeline 1 ▼

# Delete holiday

This action requires the "**delete holiday**" permission

While holidays can be deleted if necessary, it is strongly recommended to avoid deletion to maintain data integrity and prevent disruptions in processes such as payroll, attendance, and compliance tracking, as well as keep accurate history of past holidays, that impacts used employee leave.

ID	NAME	ACTIONS
<input type="checkbox"/> 36878	New holiday	
<input type="checkbox"/> 36877	new year test	
<input type="checkbox"/> 36876	Dan samostojnosti in enotnosti	
<input type="checkbox"/> 36875	Božič	
<input type="checkbox"/> 36874	Dan spomina na mrtve	
<input type="checkbox"/> 36873	Dan reformacije	
<input type="checkbox"/> 36872	Marijino vnebovzetje	
<input type="checkbox"/> 36871	Dan državnosti	
<input type="checkbox"/> 36870	Praznik dela	
<input type="checkbox"/> 36869	Praznik dela	
<input type="checkbox"/> 36868	Velikonočni ponedeljek	
<input type="checkbox"/> 36867	Slovenski kulturni praznik	
<input type="checkbox"/> 36866	Novo leto	
<input type="checkbox"/> 36865	Novo leto	
<input type="checkbox"/> 36864	Dan samostojnosti in enotnosti	
<input type="checkbox"/> 36863	Božič	

To delete a holiday, tick its checkbox in the table, then click and confirm the "delete button".

# Generate holidays for year

This action requires the "create holiday" permission.

Holidays can be added one at a time through the "Create new" form or they can be generated for the entire year through the "[Add holidays for year](#)" form.

ID	NAME	ACTIONS
<input type="checkbox"/> 36876	Dan samostojnosti in enotnosti	
<input type="checkbox"/> 36875	Božič	
<input type="checkbox"/> 36874	Dan spomina na mrtve	
<input type="checkbox"/> 36873	Dan reformacije	
<input type="checkbox"/> 36872	Marijino vnebovzetje	
<input type="checkbox"/> 36871	Dan državnosti	
<input type="checkbox"/> 36870	Praznik dela	
<input type="checkbox"/> 36869	Praznik dela	
<input type="checkbox"/> 36868	Velikonočni ponedeljek	
<input type="checkbox"/> 36867	Slovenski kulturni praznik	
<input type="checkbox"/> 36866	Novo leto	
<input type="checkbox"/> 36865	Novo leto	
<input type="checkbox"/> 36864	Dan samostojnosti in enotnosti	
<input type="checkbox"/> 36863	Božič	
<input type="checkbox"/> 36862	Dan spomina na mrtve	
<input type="checkbox"/> 36861	Dan reformacije	
<input type="checkbox"/> 36860	Marijino vnebovzetje	
<input type="checkbox"/> 36859	Dan državnosti	
<input type="checkbox"/> 36858	Praznik dela	
<input type="checkbox"/> 36857	Praznik dela	
<input type="checkbox"/> 36856	Velikonočni ponedeljek	
<input type="checkbox"/> 36855	Slovenski kulturni praznik	
<input type="checkbox"/> 36854	Novo leto	
<input type="checkbox"/> 36853	Novo leto	
<input type="checkbox"/> 118	Dan samostojnosti in enotnosti	
<input type="checkbox"/> 117	Božič	
<input type="checkbox"/> 116	Dan spomina na mrtve	
<input type="checkbox"/> 115	Dan reformacije	

To generate holidays for a select year, first we have to **select the year, from which we will copy the holidays**, eg. 2024. We then **select the year that we want to generate the holidays for**, eg. 2025. Once both years are selected, a list of all holidays will appear with dates for the new year generated. You can now uncheck holidays that you don't want to generate.

← Add holidays for year ☰ 🔔

LOAD HOLIDAYS FROM YEAR 2024 ✕      GENERATE HOLIDAYS FOR YEAR 2025 ✕

Copy	Name	Date
<input checked="" type="checkbox"/>	Novo leto	01. 01. 2025 🗓️
<input checked="" type="checkbox"/>	Novo leto	02. 01. 2025 🗓️
<input checked="" type="checkbox"/>	Slovenski kulturni praznik	08. 02. 2025 🗓️
<input checked="" type="checkbox"/>	Velikonočni ponedeljek	21. 04. 2025 🗓️
<input checked="" type="checkbox"/>	Praznik dela	01. 05. 2025 🗓️
<input checked="" type="checkbox"/>	Praznik dela	02. 05. 2025 🗓️
<input checked="" type="checkbox"/>	Dan državnosti	25. 06. 2025 🗓️
<input checked="" type="checkbox"/>	Marijino vnebovzetje	15. 08. 2025 🗓️
<input checked="" type="checkbox"/>	Dan reformacije	31. 10. 2025 🗓️
<input checked="" type="checkbox"/>	Dan spomina na mrtve	01. 11. 2025 🗓️
<input checked="" type="checkbox"/>	Božič	25. 12. 2025 🗓️
<input checked="" type="checkbox"/>	Dan samostojnosti in enotnosti	26. 12. 2025 🗓️

All dates are correct. Generate

Once you have made sure, that all the (checked) dates are correct, press the "Generate" button. This will create a list of new holidays for the selected year.

New holidays must be added for every year, as they are required for handling vacations within the HR module.