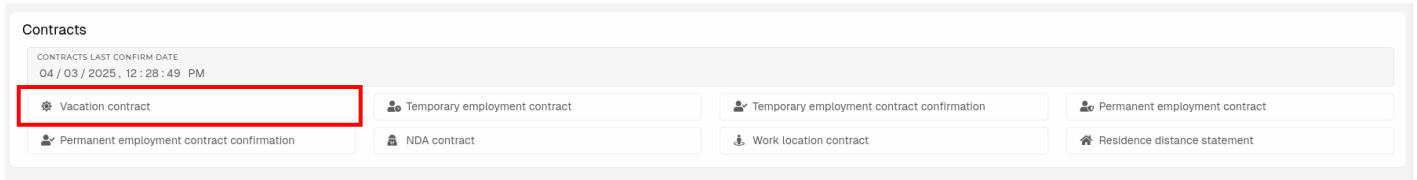


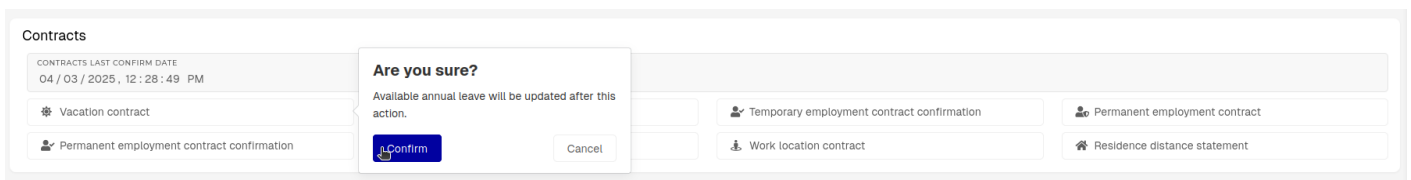
# Generating employee vacations

This action requires the **"Update user HR profile"** permission.

Employee vacation can be generated in the **"contracts"** section of HR profiles with the **"Vacation contract"** button.

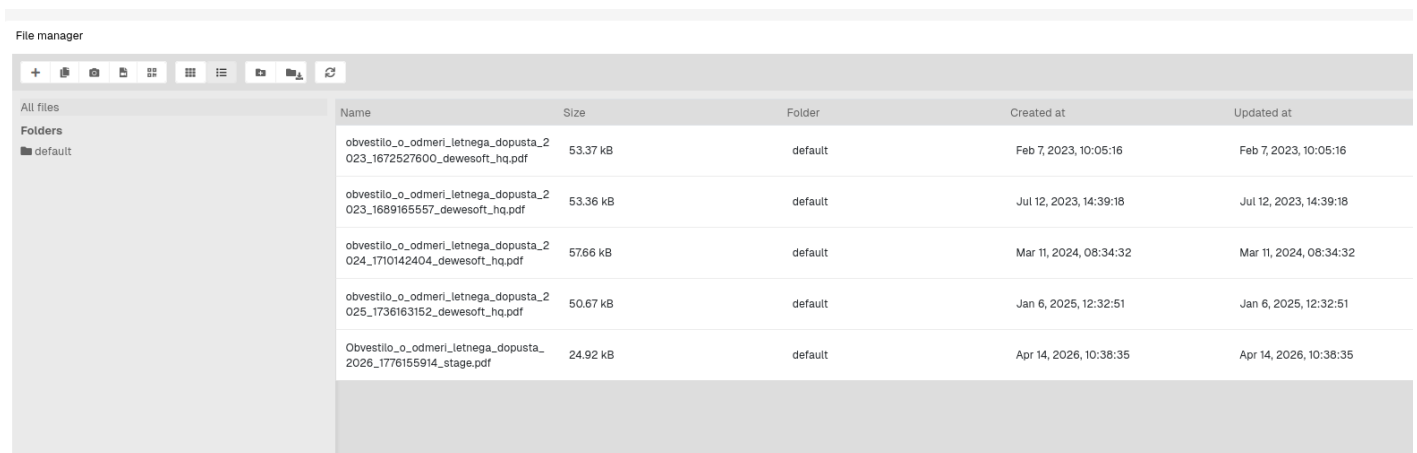


Once the button is clicked, profiles vacation days are summed up, saved into the document (found in file manager) and saved into **"Available vacation days in current year"** field.



The vacation contract sums **transferred leave days, leave days bonus and additional vacation days** from **active work position**. **Family members** (i.e. children under 15) are also taken into account, as well as **employee's age**.

Once the contract is generated, field **"Available vacation days in current year"** on the employee's HR profile is updated, and the generated document is saved into the file manager.



A scheduled automation can be enabled that generates vacation contracts for all active employees on the 1. day of a new year.

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