

# How to add a statutory holiday.



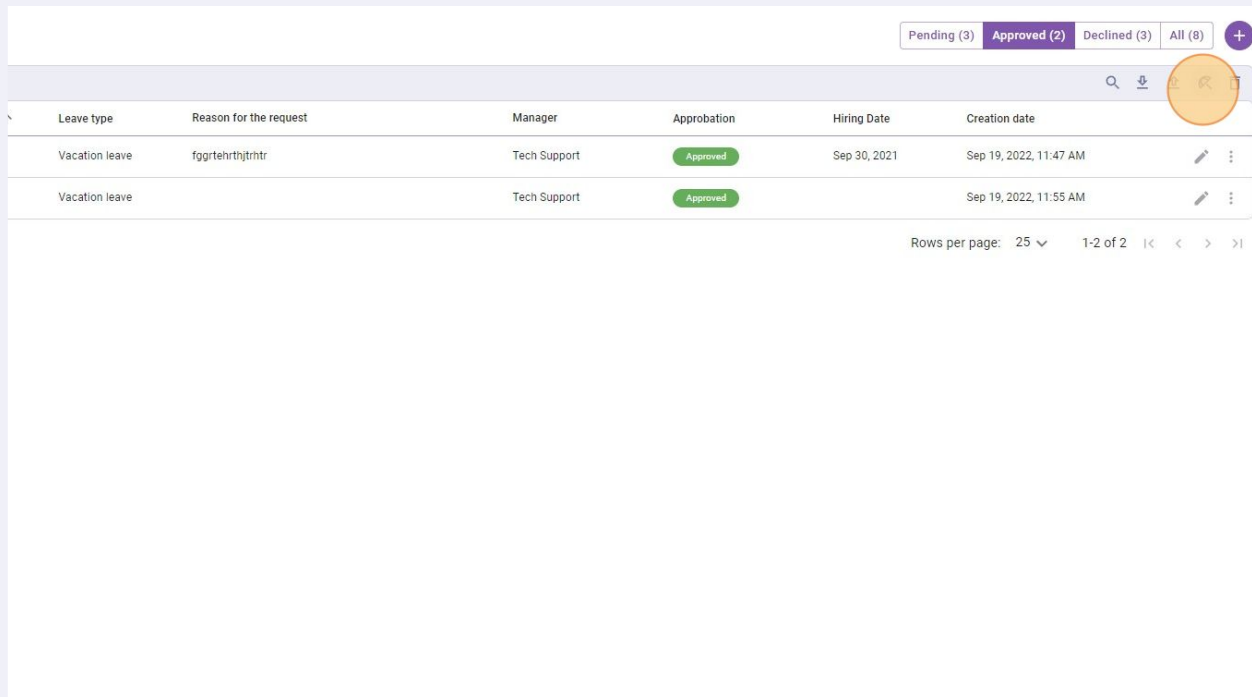
1 Navigate to the Voilà! web console <https://console.voila.app/en/dashboard>

2 Go into the Requests section.

The screenshot shows the Voilà! dashboard interface. At the top, it displays 'Dashboard' for 'SEP 20'. Key metrics include 'Planned hours' (107 hours), 'Draft hours' (0 hours), and 'Planned' (\$0.00). The dashboard is divided into several sections: 'Open shifts' (22), 'Stand by shifts' (0), 'Leaves to approve' (3), 'Replacements' (0), 'Recurring shifts that end soon' (0), and 'Announcements' (0). The 'Requests' section in the sidebar is highlighted with a red circle, indicating the next step in the process.

Budget repartition				
\$1.00				
\$0.90				
\$0.80				
\$0.70				
\$0.60				
\$0.50				

3 Click on the Add a statutory holiday icon.

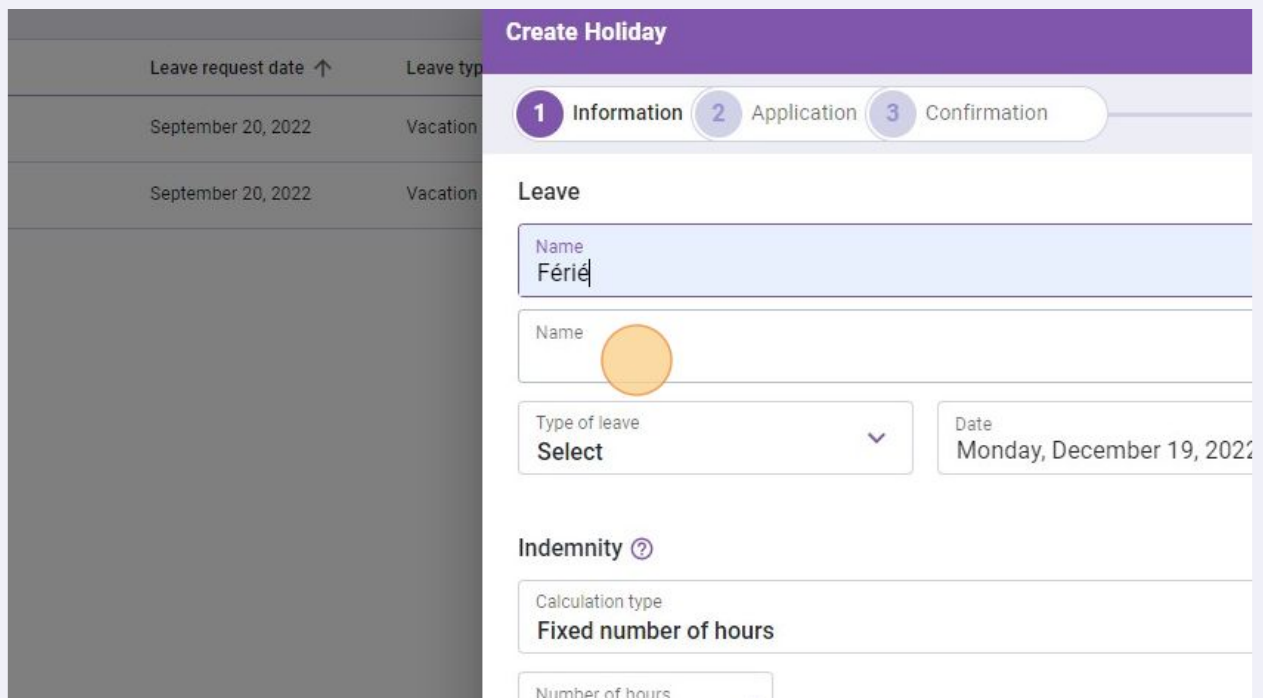


The screenshot shows a table of leave requests. At the top right, there are filters for 'Pending (3)', 'Approved (2)', 'Declined (3)', and 'All (8)'. The table has columns for 'Leave type', 'Reason for the request', 'Manager', 'Approbation', 'Hiring Date', and 'Creation date'. Two rows are visible, both for 'Vacation leave' with 'Tech Support' as the manager and 'Approved' status. A yellow circle highlights an icon in the top right corner of the table area, which is used to add a statutory holiday.

Leave type	Reason for the request	Manager	Approbation	Hiring Date	Creation date
Vacation leave	fggrtehrthjtrhtr	Tech Support	Approved	Sep 30, 2021	Sep 19, 2022, 11:47 AM
Vacation leave		Tech Support	Approved		Sep 19, 2022, 11:55 AM

Rows per page: 25 1-2 of 2

4 Click on the Name field.



The screenshot shows the 'Create Holiday' form. It has a purple header and three steps: '1 Information', '2 Application', and '3 Confirmation'. The 'Leave' section has a 'Name' field with the text 'Férié' and a yellow circle highlighting it. Below the name field is another 'Name' field. The 'Type of leave' is set to 'Select' and the 'Date' is 'Monday, December 19, 2022'. The 'Indemnity' section has a 'Calculation type' set to 'Fixed number of hours' and a 'Number of hours' field.

### Create Holiday

1 Information 2 Application 3 Confirmation

#### Leave

Name  
Férié

Name

Type of leave  
Select

Date  
Monday, December 19, 2022

#### Indemnity

Calculation type  
Fixed number of hours

Number of hours

5 Enter a Name in the text Bar.

The screenshot shows a 'Create Holiday' modal window with three steps: 1 Information, 2 Application, and 3 Confirmation. The 'Information' step is active. The form contains the following fields:

- Name:** Noël (FR)
- Name:** Christmas (EN) - This field is highlighted with an orange circle.
- Type of leave:** Select (dropdown menu)
- Date:** Monday, December 19, 2022
- Indemnity:** Calculation type: Fixed number of hours
- Number of hours:** 8 h

6 Click on the Type of leave bar.

The screenshot shows the same 'Create Holiday' modal window. The 'Type of leave' dropdown menu is highlighted with an orange circle. The form contains the following fields:

- Name:** Noël (FR)
- Name:** Christmas (EN)
- Type of leave:** Select (dropdown menu) - This field is highlighted with an orange circle.
- Date:** Monday, December 19, 2022
- Indemnity:** Calculation type: Fixed number of hours
- Number of hours:** 8 h

7 Select the Statutory Holiday Type of leave.

The screenshot shows the 'Create Holiday' form. The 'Name' field is set to 'Noël' (FR) and 'Christmas' (EN). The 'Type of leave' dropdown menu is open, showing options: 'Vacation leave', 'Congé maladie', 'Congé sans soldes', and 'Statutory Holiday' (highlighted with an orange circle). The 'Date' field is set to 'Monday, December 19, 2022'. The 'Number of hours' field is set to '8'. Below the form, there are 'Advanced Settings' with two toggle switches: 'Cancel shifts' (checked) and 'Set as unavailable' (unchecked).

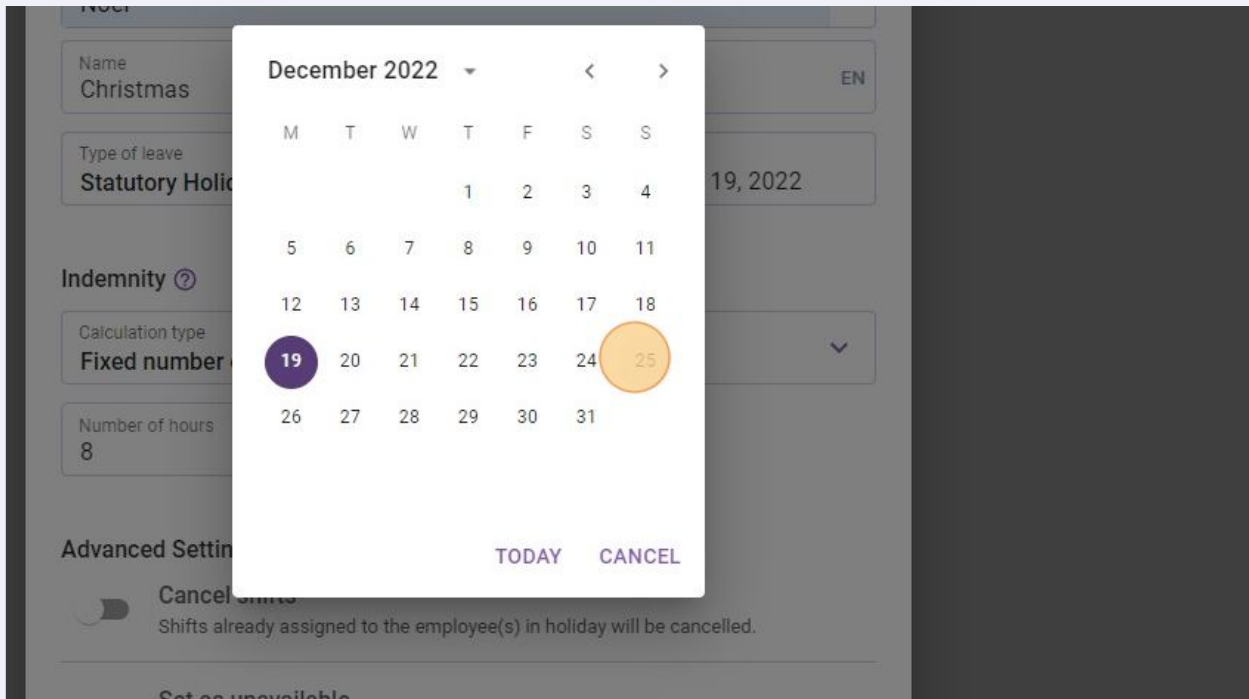
8 Click on the Date bar.

The screenshot shows the 'Create Holiday' form with the 'Date' field highlighted by an orange circle. The form is in the 'Information' step. The 'Name' field is set to 'Noël' (FR) and 'Christmas' (EN). The 'Type of leave' dropdown menu is set to 'Statutory Holiday'. The 'Date' field is set to 'Monday, December 19, 2022'. The 'Number of hours' field is set to '8'. Below the form, there are 'Advanced Settings' with two toggle switches: 'Cancel shifts' (checked) and 'Set as unavailable' (unchecked).

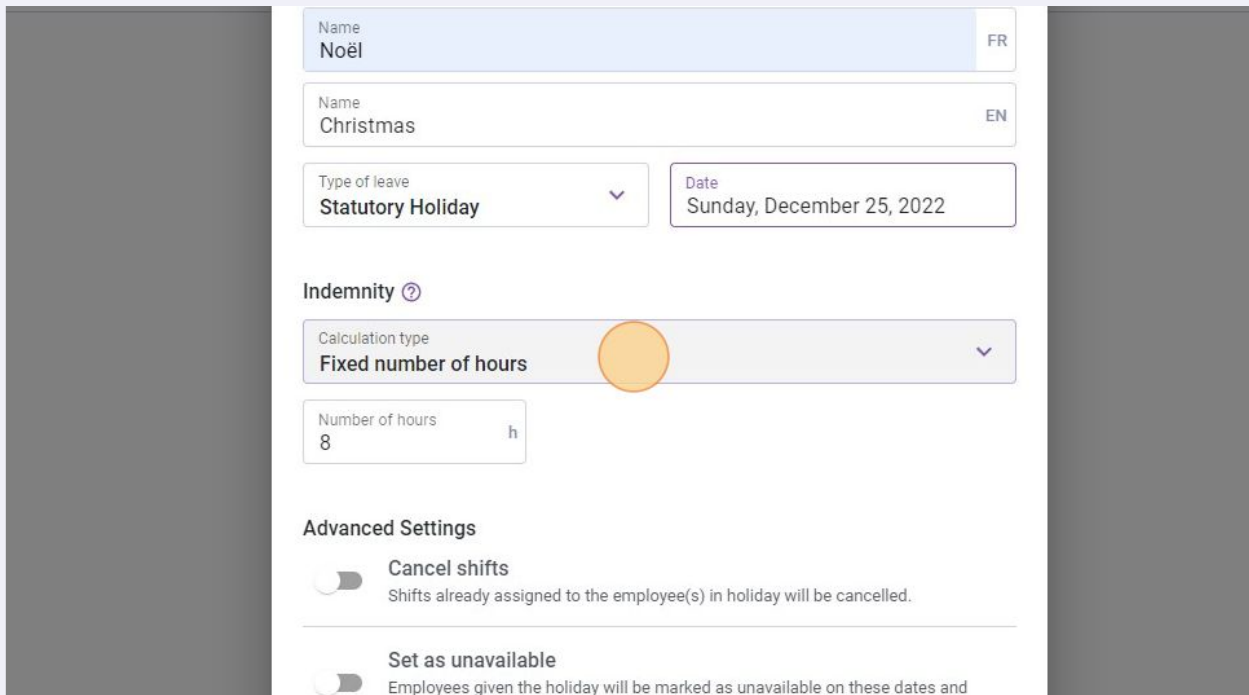
Approbation	Hiring Date	Creation date
Approved	Sep 30, 2021	Sep 19, 2022, 11:47 AM
Approved		Sep 19, 2022, 11:55 AM

Rows per page: 25 1-2

9 Select the desired date.



10 Click on the Calculation Type bar.



11

Select the calculation type between "Fixed number of hours" and "Based on the hours worked in the previous days/weeks".

The screenshot shows a 'Leave' form for Gabriel Forget, Full-Time, on September 20, 2022. The form is for a 'Statutory Holiday' on Sunday, December 25, 2022. In the 'Indemnity' section, the 'Calculation type' dropdown is open, showing two options: 'Fixed number of hours' (selected) and 'Based on the hours worked in the previous days/weeks'. Below this, the 'Advanced Settings' section has two toggle switches: 'Cancel shifts' (off) and 'Set as unavailable' (off). The form has 'Cancel' and 'Next' buttons at the bottom.

12

If you desire to cancel the shifts or set the employees unavailable for that day, click on the desired switch.

The screenshot shows the 'Indemnity' section of the form, where the 'Calculation type' is 'Based on the hours worked in the previous days/weeks'. The 'Reference Period' is '4 weeks' from '21/11/2022' to '18/12/2022' (Duration: 28 days). The 'Calculation formula' is set to 'Prorated'. The 'Prorate of time worked' is '1 / 20' (5%). There are three checked checkboxes: 'Include paid time off', 'Include overtime', and 'Include shift premiums'. In the 'Advanced Settings' section, the 'Cancel shifts' toggle switch is highlighted with an orange circle, and the 'Set as unavailable' toggle switch is off. The form has 'Cancel' and 'Next' buttons at the bottom.

13 Once you are done setting the statutory holiday up, click on Next.

The screenshot shows the 'Create Holiday' dialog box in the 'Information' step. The dialog has three tabs: '1 Information', '2 Application', and '3 Confirmation'. The 'Information' tab is active. It contains the following fields and options:

- Statutory Holiday:** A dropdown menu with 'Statutory Holiday' selected.
- Indemnity:** A section with a 'Calculation type' dropdown set to 'Based on the hours worked in the previous days/weeks'. Below it, a 'Reference Period' dropdown is set to '4 weeks'. There are two date fields: 'From' (21/11/2022) and 'To' (18/12/2022), with a 'Duration: 28 days' label.
- Calculation formula:** Two radio buttons: 'Prorated' (selected) and 'Number of days worked'.
- Prorate of time worked:** A field showing '1 / 20' and '5%'.
- Checkboxes:** Three checked checkboxes: 'Include paid time off', 'Include overtime', and 'Include shift premiums'.
- Advanced Settings:** Two toggle switches: 'Cancel shifts' (checked) and 'Set as unavailable' (unchecked).

At the bottom right of the dialog, there are 'Cancel' and 'Next' buttons. The 'Next' button is highlighted with a yellow circle.

14 Select the employees to whom the statutory applies and click on Next.

The screenshot shows the 'Create Holiday' dialog box in the 'Application' step. The dialog has three tabs: '1 Information', '2 Application', and '3 Confirmation'. The 'Application' tab is active. It contains the following fields and options:

- Application:** A section with an information icon and the text: 'The holiday will only be applied to employees belonging to the groups selected at the time of its creation.'
- Employee Statuses:** A dropdown menu set to 'All'.
- Teams:** A dropdown menu set to 'All teams'.
- Positions:** A dropdown menu set to 'All positions'.
- Locations:** A dropdown menu set to 'All locations'.
- Employees:** A dropdown menu set to 'All employees'.

At the bottom of the dialog, there are 'Back' and 'Next' buttons. The 'Next' button is highlighted with a yellow circle.

15

Confirm and click on Save to apply the Statutory Holiday.

**Create Holiday**

1 Information 2 Application 3 Confirmation

- Indemnity will be calculated based on the reference period **from Nov 21, 2022 to Dec 18, 2022**.
- Indemnity will be calculated based on the **total salary** earned during the reference period (**28 days**), multiplied by the set pro rata (**1 / 20**).
- The final indemnity will be calculated on the date of the holiday (**Dec 25, 2022**).

**Selected employees (44)**

- AB Anne Bonesso Full-Time
- AM Anthony Michaud Full-Time
- BA Bruno Aldik Full-Time
- BA Bruno Aldik Full-Time
- CM Christian Michaud Full-Time
- CR Christine Rashford Full-Time
- CH Claudia Hamilton Full-Time
- DG David Genest Full-Time
- DS Diane Smith Full-Time
- DJ J. M. Mullet Full-Time

**Impacted shifts (0)**

Back Save