# How to add statutory holiday?

## **v**®ilà!

Learn how to add statutory holiday with Voilà!

1	Navigate to	https://	console.voi	la.app/en				
2	Click Timesh	eets						
opilā! ₩₩ Abridge	Dashboard Planned hours 4 hours		Draft 258	hours B hours		Planned \$75.00	7 d cost	ays 🗸 C
	Open shifts	>	Replacements	>	P Assignations to approve 0	>	<ul><li>Shifts to approve</li></ul>	>
 	Stand by shifts	>	≓ Recurring shifts that er 0	> nd soon	Requests to approve	>	<ul> <li>☑</li> <li>Availabilities to approve</li> <li>2 ●</li> </ul>	>
89 ⑦ ④		>	다. Announcements 29 •	>				

#### **3** Click the Add a statutory holiday icon located at the top right of the timesheets

1	<b>⇒</b> Timesheets		< Aug 2, 202	2 - Aug 15, 2022	>		Pay period v No grouping
							a 6 a 4 6
	Employees Sorted by Working hours ~	TUE <b>2</b>	WED 3	тни 4	FRI 5	SAT 6	Add a statutory holiday Real - Expected - Pale leave
	Anne Bonesso Manager ID: 2205 - Full-Time	📀 8h 0m		🕏 8h 0m	🕏 0h 0m		32h 0m 自
	Jennifer Fernandes ID: 2298 - Full-Time		🔮 0h 0m				<b>Oh Om</b>
1	Marco Chenard Admin Full-Time			0h 0m			<b>49h 6m</b>
L	Bruno Aldik Full-Time	🥝 0h 0m			🥝 0h 0m	🥝 0h 0m	<b>Oh Om</b> 65h Om
L	Bruno Aldik Admin Full-Time						<b>Oh Om</b> 48h Om
	Total Expected: Paid leave:	<b>8h 0m</b> 9h 0m	<b>Oh Om</b> 6h Om	<b>8h 0m</b> 19h 0m	<b>Oh Om</b> 12h 0m	<b>Oh Om</b> 2h 0m	81h 6m 471h 12m

#### Type the Name of the holiday in english

₀ilă!	<b>=</b> Timesheets	Aun 2 2022 Aun 15 2022 A		Pay period V No grouping V
WY I		Create Holiday	×	< < < < < < < < < < < < < < < < < < <
Abridge ⊡¢	Employees Sorted by Working hou	1 Information 2 Application 3 Confirmation	6	Total Real - Expected - Paid leave
Ë	Anne Bonesso Manager ID: 2205 - Full-Time	Leave Name	EN	32h 0m 📋
23. ()	Jennifer Fernandes ID: 2298 - Full-Time	Name	FR	<b>Oh Om</b>
8	Marco Chenard Admin Full-Time	Type of leave Date Select Monday, August 15, 2022		<b>49h 6m</b> 66h 7m
÷ P	Bruno Aldik Full-Time	Indemnity ③		<b>0h 0m</b> 65h 0m
₩. 83	Bruno Aldik Admin Full-Time	Calculation type Fixed number of hours	~	<b>0h 0m</b> 😑
0	<	Number of hours h	-	81h 6m
@ 	Total Expec Paid let	Cancel	Next	471h 12m

#### **5** Type the Name of the holiday in French

- Timesneets		Pay period V No gr
	Create Holiday	× < © ⊄ ±
Employees Sorted by Worki	1 Information 2 Application 3 Confirmation	6 Total Real - Expected - Paid leave
Anne Bonesso	Leave	A 32h 0m
ID: 2205 - Full-Time	Name Canada dav	112h 0m
Jennifer Fernandes ID: 2298 - Full-Time	Name	Oh Om
Marco Chenard	FR	
Admin Full-Time	Type of leave Date Select Monday, August 15, 2022	<b>49h 6m</b> 66h 7m
Bruno Aldik		Oh Om 😭
	Indemnity 💿	65h 0m
Bruno Aldik Admin Full-Time	Calculation type	<b>Oh Om</b>
-		
	8 h	- 81h 6m
Total E	Kpec Cancel Ne	ext 471h 12m

#### Click the Type of leave drop down menu

oilā!	च Timesheets	C CAURO 2002 Aur 15 2022 X		Pay period V No grouping V
WY		Create Holiday	×	< < < < < < < < < < < < < < < < < < <
Abridge ⊡¢	Employees Sorted by Working hou	1 Information 2 Application 3 Confirmation	6	Total Real - Expected - Paid leave
8	Anne Bonesso Manager ID: 2205 - Full-Time	Leave		<b>32h 0m</b> 📋
2	Jennifer Fernandes	Canada day	EN	0h 0m 😭
0	Marco Chenard	Fête du Canada	FR	70h 0m
Ċ	MC Admin Full-Time	Type of leave Select Date Monday, August 15, 2022		66h 7m
por l	Bruno Aldik Full-Time	Indemnity ⑦		<b>Oh Om E</b>
\$1÷	Bruno Aldik Admin Full-Time	Calculation type Fixed number of hours	~	<b>0h 0m</b>
°* ⊘		Number of hours h		•
0	R Total Expec Paid les	Cancel	Next	81h 6m 471h 12m
್				

#### Select the type of leave

oilă!	= Timesheets	5	Aur 2, 2022	Aug 15 2022		Pay period V No grouping V
**			Create Holiday		×	< < < < < < < < < < < < < < < < < < <
Abridge 담숨	Employees Sorte	ed by Working hou	Information 2 Application 3	Confirmation	6	Total Real - Expected - Paid leave
	Anne Bonesso Manager ID: 2205 - Full-Time	2	Leave		_	32h 0m 📋
8	Jennifer Fernan	des	Canada day		EN	0h 0m 💼
0	10: 2298 - Fuil-Time	•	Name Fête du Canada		FR	70h 0m
8	Admin Full-Time		Type of leave V Select	<sub>Date</sub> Monday, August 15, 2022		<b>49h 6m</b> 66h 7m
# []]	Bruno Aldik Full-Time		Stat Holiday			<b>0h 0m</b> 自
¢.	Bruno Aldik		Timebank			0h 0m 💼
58	Full-Time		Example 1		×	48h 0m
0		R	Holiday			81h 6m
<b>(2)</b> ش	Total	Expec Paid les		Cancel	Next	471h 12m
100						

#### 8 Click Date

oila!	<b>च</b> Timesheets	Aun 2 2022 Aun 15 2022 A		Pay period 🗸 No grouping 🗸
WY		Create Holiday	×	< < < < < < < < < < < < < < < < < < <
Abridge	Employees Sorted by Working hou	1 Information 2 Application 3 Confirmation	6	Total * Real - Expected - Paid leave *
8	Anne Bonesso Manager ID: 2205 - Full-Time	Leave		32h 0m 📋
2	Jennifer Fernandes	Canada day	EN	0h 0m 😭
0	Marco Chenard	Name Fête du Canada	FR	70h 0m
ф	MC Admin Full-Time	Type of leave Holiday		66h 7m
po 🖌	Bruno Aldik Full-Time	Indemnity ⑦	- 10	<b>Oh Om E</b>
\$\$	Bruno Aldik Admin Full-Time	Calculation type	~	<b>0h 0m</b>
89 10	-	Number of hours	_	, ·
	R Total Expec	8 "Cancel	Next	81h 6m 471h 12m
<u>क्र</u> -	Paid le			•

9

#### Select the date of the holiday



#### **10** Click the Calculation type drop down menu

(₹) Timesheets	Z AUG 2 2022 AUG 15 2022 X	Pay period 🗸 🛛 No group
Employees Sorted by Working bo	Create Holiday ×	२ ए 🧟 🗸 🗸 Total
Anne Bonesso Manager ID: 2205 - Full-Time	Indemnity ③	Real - Expected - Paid leave
Jennifer Fernandes ID: 2298 - Full-Time	Calculation type Fixed number of hours	Oh Om 🗊 70h Om
Marco Chenard Admin Full-Time	Number of hours h	<b>49h 6m</b> 66h 7m
Bruno Aldik Full-Time	Advanced Settings Cancel shifts Shifts already assigned to the employee(s) in holiday will be cancelled	<b>0h 0m</b> 65h 0m
Bruno Aldik Admin Full-Time	Set as unavailable Employees given the boliday will be marked as unavailable on these dates and	<b>0h 0m 1</b> 48h 0m
R Total Expec Paid le	therefore will not be offered new open shifts.	<b>81h 6m</b> 471h 12m

#### **11** Select the type of calculation you want for this leave



#### **12** If you chose Fixed number of hours, type the number of hours for the holiday



If you chose Based on the hours worked in the previous days/weeks, select the reference period and calculation formula

<b>Timesheets</b>	Create Holiday	ua 15 0000 X	×	Pay period V No gro
	1 Information 2 Application 3	Confirmation		C C R 🕹
Employees Sorted by Working hot	Indemnity ⑦		<b>^</b>	Real - Expected - Paid leave
Manager ID: 2205 - Full-Time	Calculation type Based on the hours worked in the pro-	evious days/weeks	~	32h 0m
Jennifer Fernandes ID: 2298 - Full-Time	Reference Period  4 weeks		- 65	<b>Oh Om</b> 70h Om
Marco Chenard Admin Full-Time	From 17/07/2022	To 13/08/2022		<b>49h 6m</b> 66h 7m
Bruno Aldik Full-Time	Calculation formula <ul> <li>Prorated</li> <li>Number of days worked</li> </ul>	Duration: 28 days		<b>Oh Om</b> 65h 0m
Bruno Aldik Admin Full-Time	Prorate of time worked 5%			<b>Oh Om</b> 48h 0m
R	✓ Include paid time off			81h 6m
Total Expec Paid let		Cancel	Next	471h 12m -

#### **14** When you turn on the Cancel shifts, every shifts affected are going to be cancelled

Timesheets		Pay period V No grouping V
	Create Holiday ×	< ୯ ₡ ⊻ ✓ 台
ployees Sorted by Working hou	1 Information 2 Application 3 Confirmation 6	Total Real - Expected - Paid leave
Anne Bonesso Manager 1D: 2205 - Full-Time	Indemnity ⑦ Calculation type Fixed number of hours	<b>32h Om</b>
Jennifer Fernandes ID: 2298 - Full-Time	Number of hours h	Oh Om 🖹
Marco Chenard Admin Full-Time	Advanced Settings	<b>49h 6m</b> 66h 7m
Bruno Aldik Full-Time	Cancel shifts Shifts already assigned to the employee(s) in holiday will be cancelled.	<b>Oh Om (</b> 65h Om
Bruno Aldik Admin Full-Time	Set as unavailable Employees given the holiday will be marked as unavailable on these dates and therefore will not be offered new open shifts.	Oh Om 🖹
al Expec Paid le	Cancel Next	<b>81h 6m</b> 471h 12m

### **15** When you turn on Set as unavalable, every employees are going to be considered unavailable for the selected date

<b>₹</b> Timesheets	2 Aun 0 0000 Aun 10 000 1	Pay period V No groupin
	Create Holiday ×	२ ७ ๙ ⊻ ✓
Employees Sorted by Working hou	Information Application Confirmation	Total Real - Expected - Paid leave
Anne Bonesso Manager ID: 2205 - Full-Time	Calculation type Fixed number of hours	<b>32h Om</b>
Jennifer Fernandes ID: 2298 - Full-Time	Number of hours h	<b>Oh Om (</b> 70h Om
Marco Chenard Admin Full-Time	Advanced Settings	<b>49h 6m</b> 66h 7m
Bruno Aldik Full-Time	Cancel shifts Shifts already assigned to the employee(s) in holiday will be cancelled.	<b>Oh Om</b> 65h Om
Bruno Aldik Admin Full-Time	Set as unavailable Employees given the holiday will be marked as unavailable on these dates and the fore will not be offered new open shifts.	<b>Oh Om</b> 🖹
Total Expection Paid less	Cancel Next	81h 6m 471h 12m

#### 16 Click Next



## **17** Choose the application of your holiday through the following drop-down menu options

<b>च</b> Timesheets	< Aug 2, 2022 -	Aug 15, 2022 >		Pay period V No gro
	Create Holiday		×	Q @ Ø ⊉
Employees Sorted by Working ho	1 Information 2 Application 3	Confirmation	6	Total Real - Expected - Paid leave
Anne Bonesso Manager ID: 2205 - Full-Time	Application			<b>32h 0m</b>
Jennifer Fernandes ID: 2298 - Full-Time	(i) The holiday will only be applied to selected at the time of its creation.	employees belonging to the groups		<b>Oh Om</b> 70h 0m
Marco Chenard Admin Full-Time	Employee Statuses  All	Teams All teams	~	<b>49h 6m</b> 66h 7m
Bruno Aldik Full-Time	Positions ~	Locations All locations	~	<b>Oh Om</b> 65h Om
Bruno Aldik Admin Full-Time	Employees V All employees			<b>Oh Om</b> 48h Om
R		Back	Vext	81h 6m
Total Expect Paid lea	ted: 9h 0m 6h 0m ave: 9	19h 0m 12h 0m	2h 0m	471h 12m -

#### 18 Click Next

lă!	➡ Timesheets	< Aug 2, 2022 - Aug 15, 2022 >			Pay period V No grouping V
<b>Y</b>		Create Holiday		×	< < < < < < < < < < < < < < < < < < <
	Employees Sorted by Working hou	1 Information 2 Application 3	Confirmation	6	Total Real - Expected - Paid leave
Ð.	Anne Bonesso Manager ID: 2205 - Full-Time	Application			<b>32h 0m</b> 112h 0m
2.	Jennifer Fernandes ID: 2298 - Full-Time	i The holiday will only be applied to e selected at the time of its creation.	mployees belonging to the groups		Oh Om
3	Marco Chenard	Employee Statuses	Teams		49h 6m
1. 1	Bruno Aldik	All	All teams		Oh Om
	Full-Time	All positions	All locations		65h 0m
3	Full-Time	Employees V			<b>0h 0m</b> 自
2	-		Back		81h 6m
	Total Expect Paid lea	ed: 9h 0m 6h 0m	Off Officiency         Off Officiency           19h 0m         12h 0m         2h 0	m	471h 12m

#### 19 Click Save

