

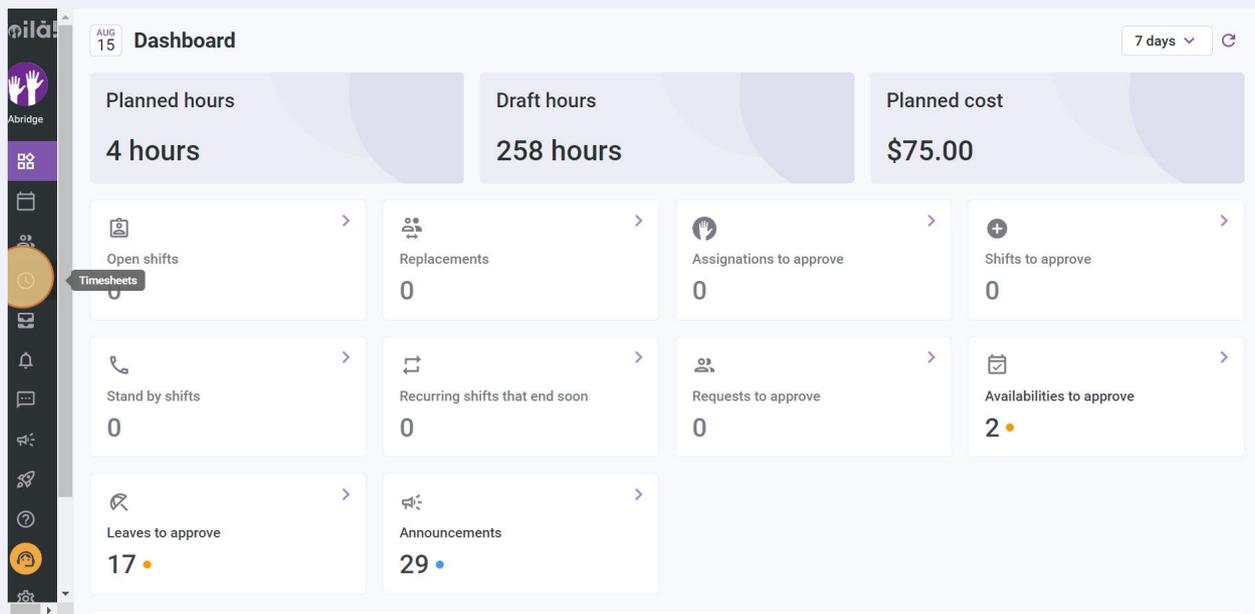
How to add statutory holiday?



Learn how to add statutory holiday with Voilà!

1 Navigate to <https://console.voila.app/en>

2 Click Timesheets



3

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

The screenshot shows the 'Timesheets' interface for the period 'Aug 2, 2022 - Aug 15, 2022'. A table lists employees and their working hours. A tooltip 'Add a statutory holiday' is visible over an icon in the top right corner of the table area.

Employees	TUE	2	WED	3	THU	4	FRI	5	SAT	6	Real - Expected - Paid leave
Anne Bonesso Manager ID: 2205 - Full-Time	8h 0m				8h 0m		0h 0m				32h 0m 112h 0m
Jennifer Fernandes ID: 2298 - Full-Time			0h 0m								0h 0m 70h 0m
Marco Chenard Admin Full-Time					0h 0m						49h 6m 66h 7m
Bruno Aldik Full-Time	0h 0m						0h 0m		0h 0m		0h 0m 65h 0m
Bruno Aldik Admin Full-Time											0h 0m 48h 0m
Total	Real: Expected: Paid leave:	8h 0m 9h 0m	0h 0m 6h 0m	0h 0m 19h 0m	8h 0m 12h 0m	0h 0m 2h 0m					81h 6m 471h 12m

4

Type the Name of the holiday in english

The 'Create Holiday' dialog box is open, showing the 'Information' step. It includes fields for 'Name' (with a language dropdown set to 'EN'), 'Type of leave' (set to 'Select'), 'Date' (set to 'Monday, August 15, 2022'), 'Indemnity' calculation type (set to 'Fixed number of hours'), and 'Number of hours' (set to '8').

Create Holiday

1 Information 2 Application 3 Confirmation

Leave

Name EN

Name FR

Type of leave

Date

Indemnity

Calculation type

Number of hours h

Cancel Next

5 Type the Name of the holiday in French

Create Holiday

1 Information 2 Application 3 Confirmation

Leave

Name Canada day EN

Name FR

Type of leave Select

Date Monday, August 15, 2022

Indemnity

Calculation type Fixed number of hours

Number of hours 8 h

Cancel Next

6 Click the Type of leave drop down menu

Create Holiday

1 Information 2 Application 3 Confirmation

Leave

Name Canada day EN

Name Fête du Canada FR

Type of leave Select

Date Monday, August 15, 2022

Indemnity

Calculation type Fixed number of hours

Number of hours 8 h

Cancel Next

7 Select the type of leave

Create Holiday

1 Information 2 Application 3 Confirmation

Leave

Name Canada day EN

Name Fête du Canada FR

Type of leave Select

Stat Holiday

Timebank

Absent

Example 1

Holiday

Date Monday, August 15, 2022

Cancel Next

Employee	Real	Expected	Paid leave
Total	32h 0m	112h 0m	
	0h 0m	70h 0m	
	49h 6m	66h 7m	
	0h 0m	65h 0m	
	0h 0m	48h 0m	
Total	81h 6m	471h 12m	

8 Click Date

Create Holiday

1 Information 2 Application 3 Confirmation

Leave

Name Canada day EN

Name Fête du Canada FR

Type of leave Holiday

Stat Holiday

Timebank

Absent

Example 1

Holiday

Date Monday, August 15, 2022

Indemnity

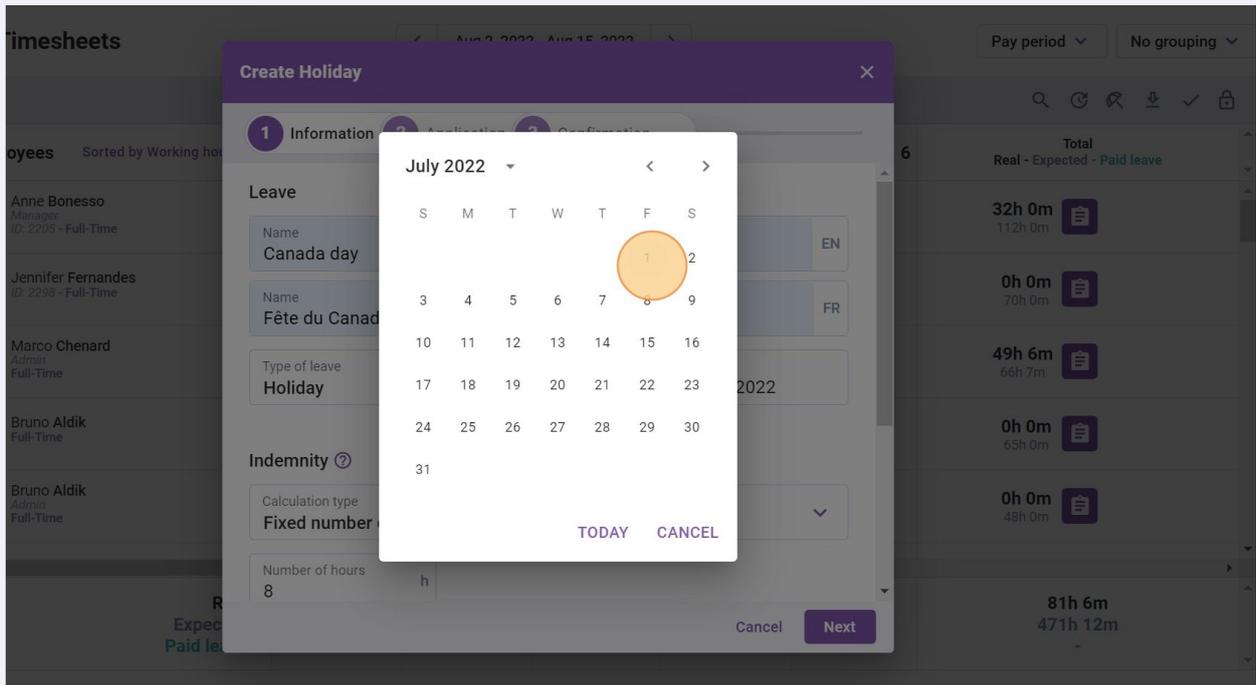
Calculation type Fixed number of hours

Number of hours 8 h

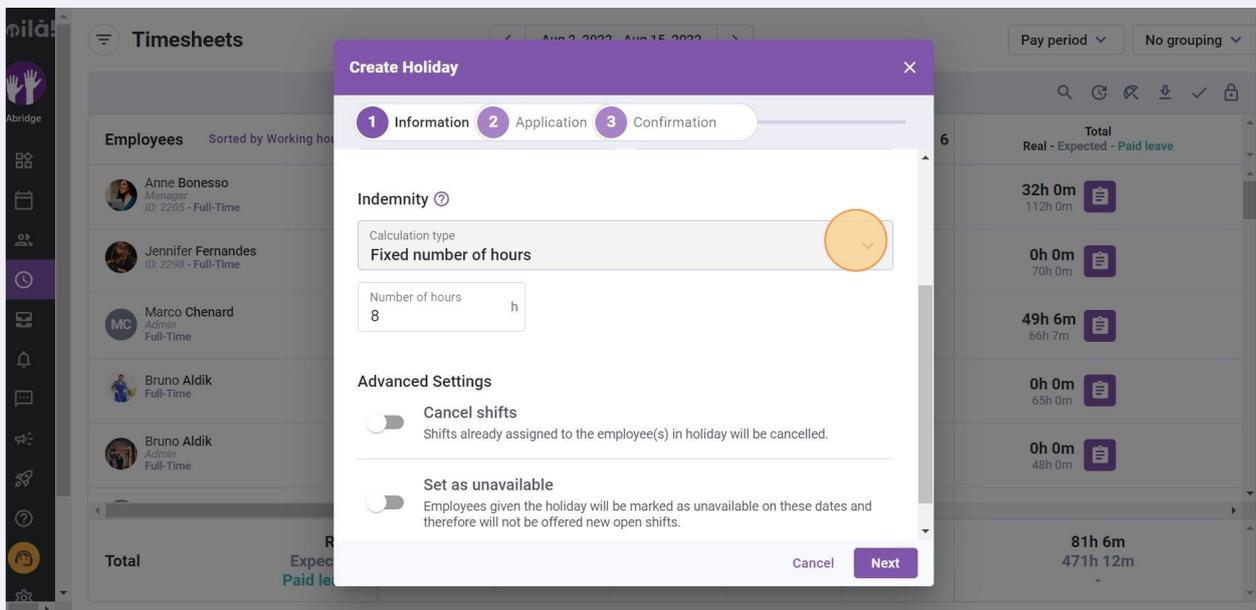
Cancel Next

Employee	Real	Expected	Paid leave
Total	32h 0m	112h 0m	
	0h 0m	70h 0m	
	49h 6m	66h 7m	
	0h 0m	65h 0m	
	0h 0m	48h 0m	
Total	81h 6m	471h 12m	

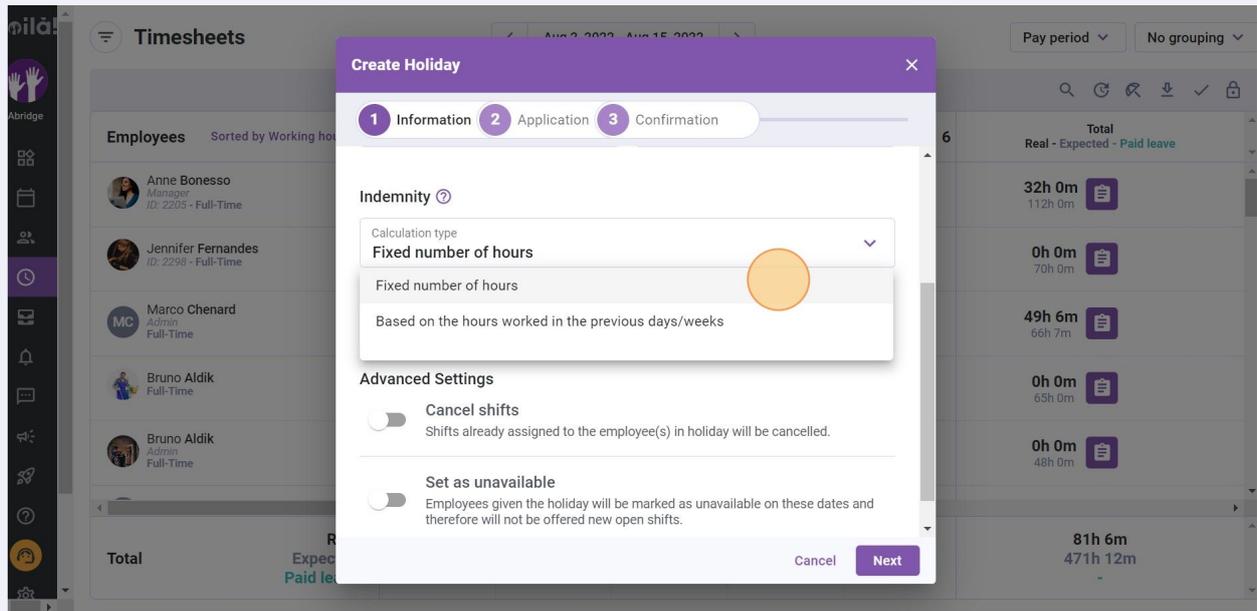
9 Select the date of the holiday



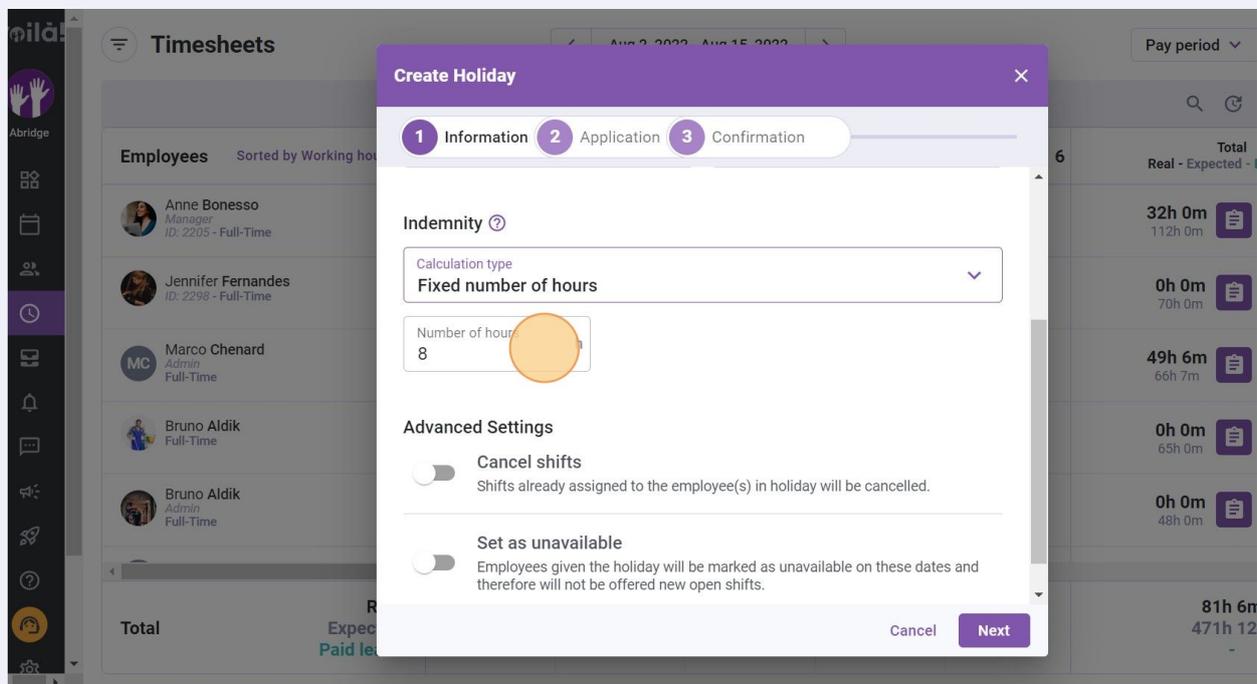
10 Click the Calculation type drop down menu



11 Select the type of calculation you want for this leave

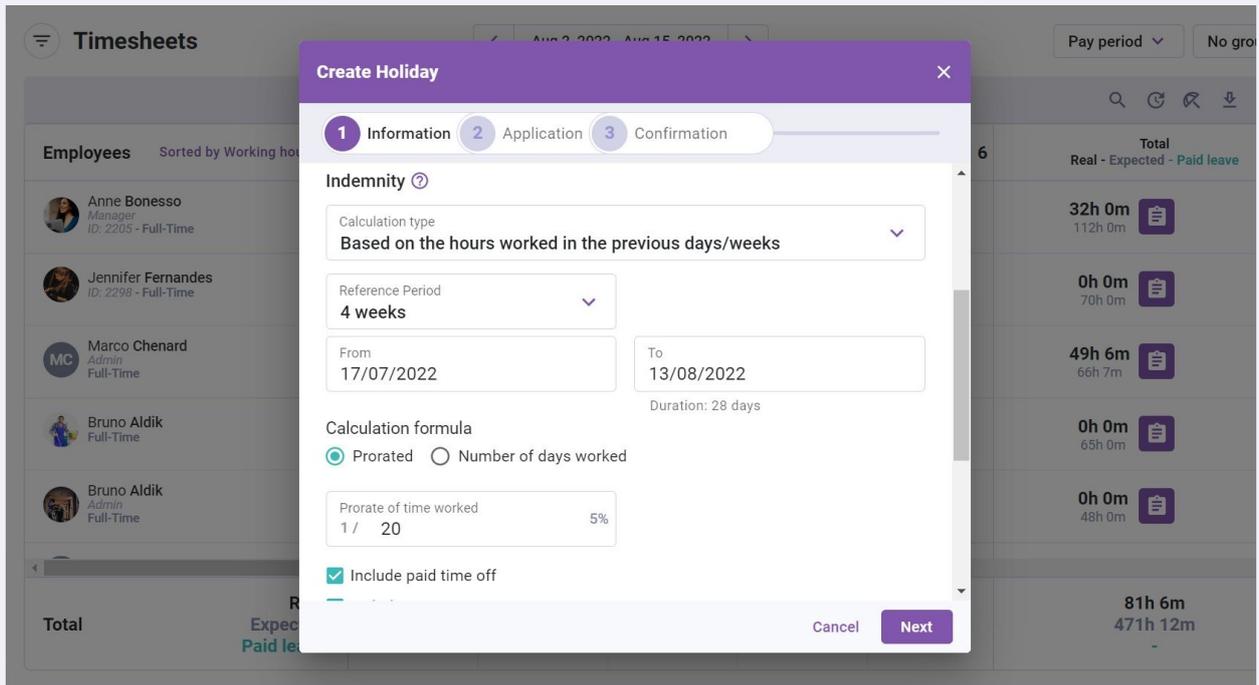


12 If you chose Fixed number of hours, type the number of hours for the holiday



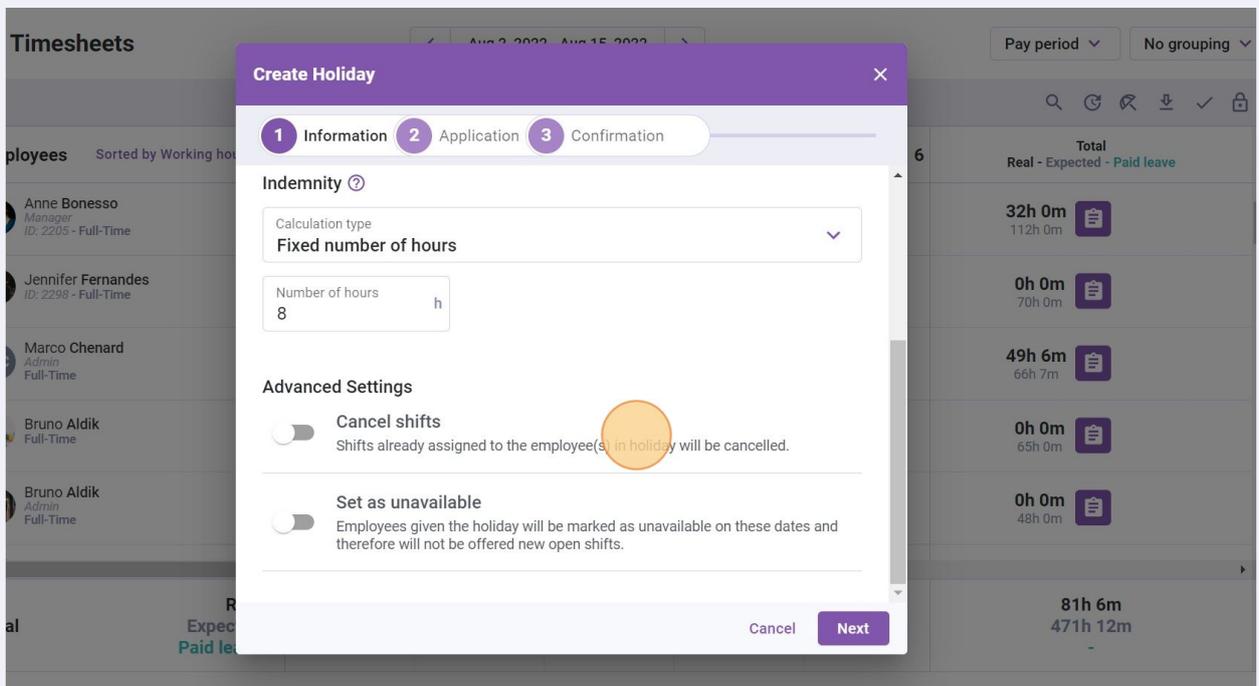
13

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



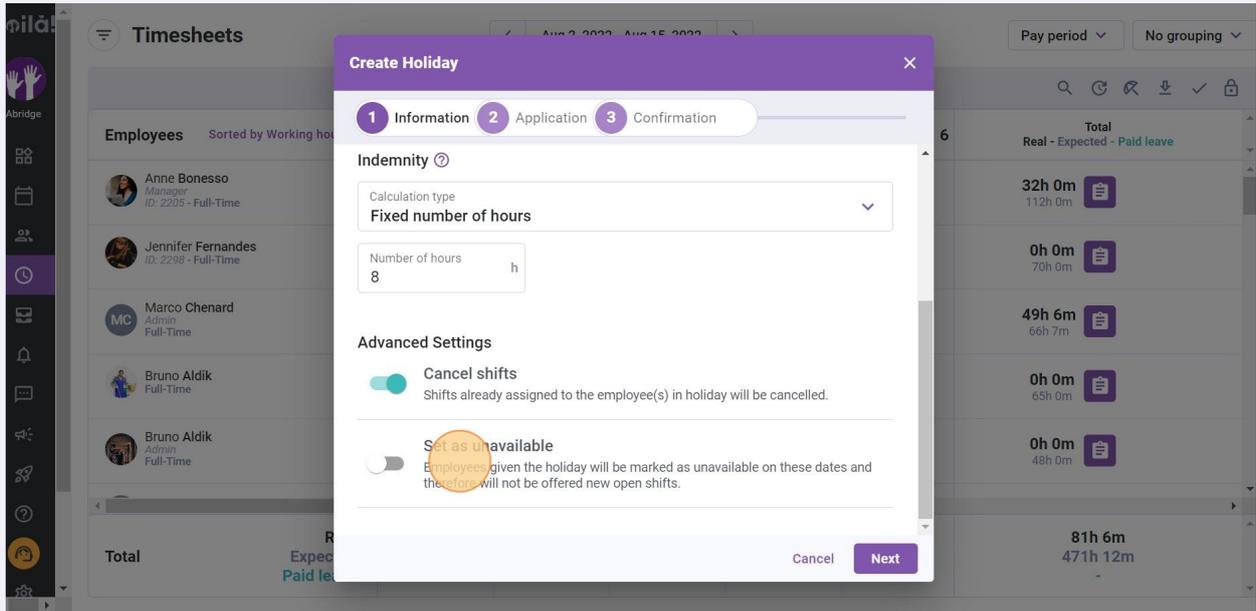
14

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



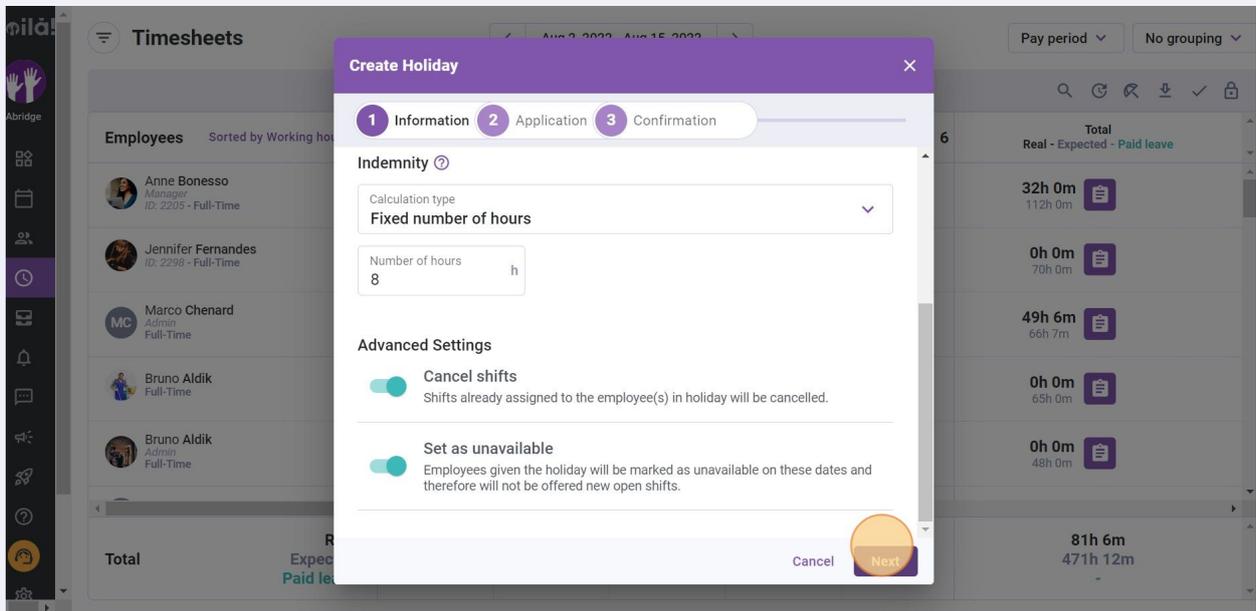
15

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



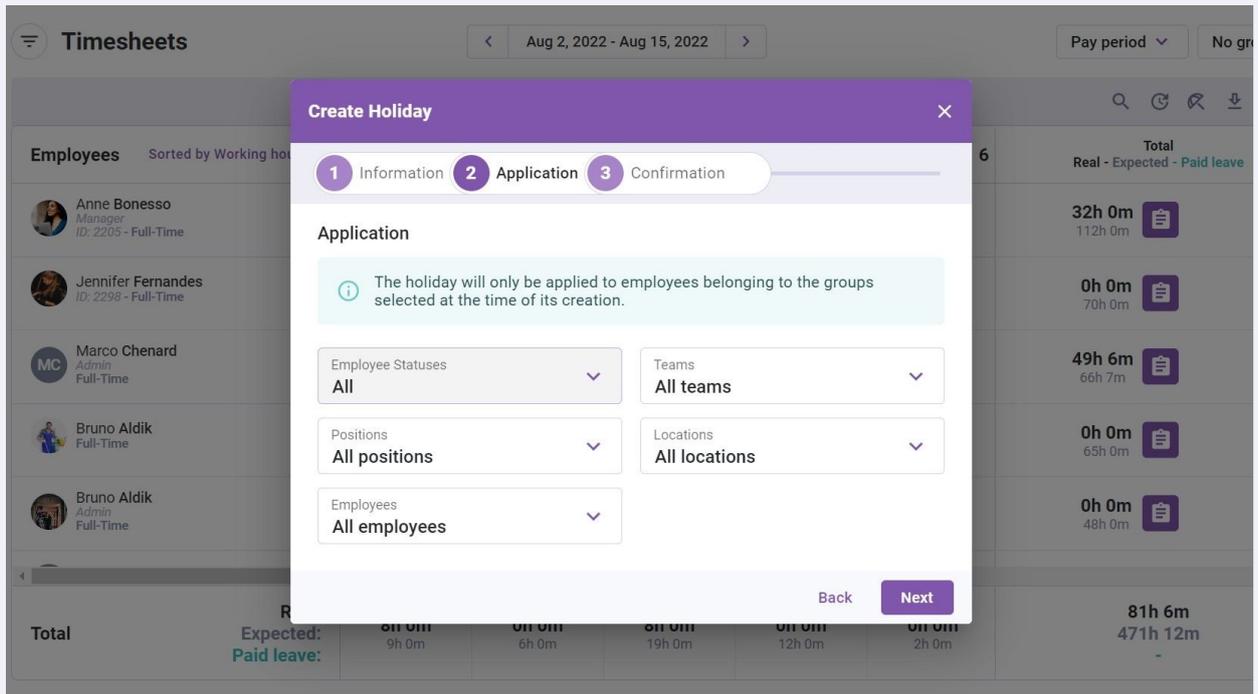
16

Click Next



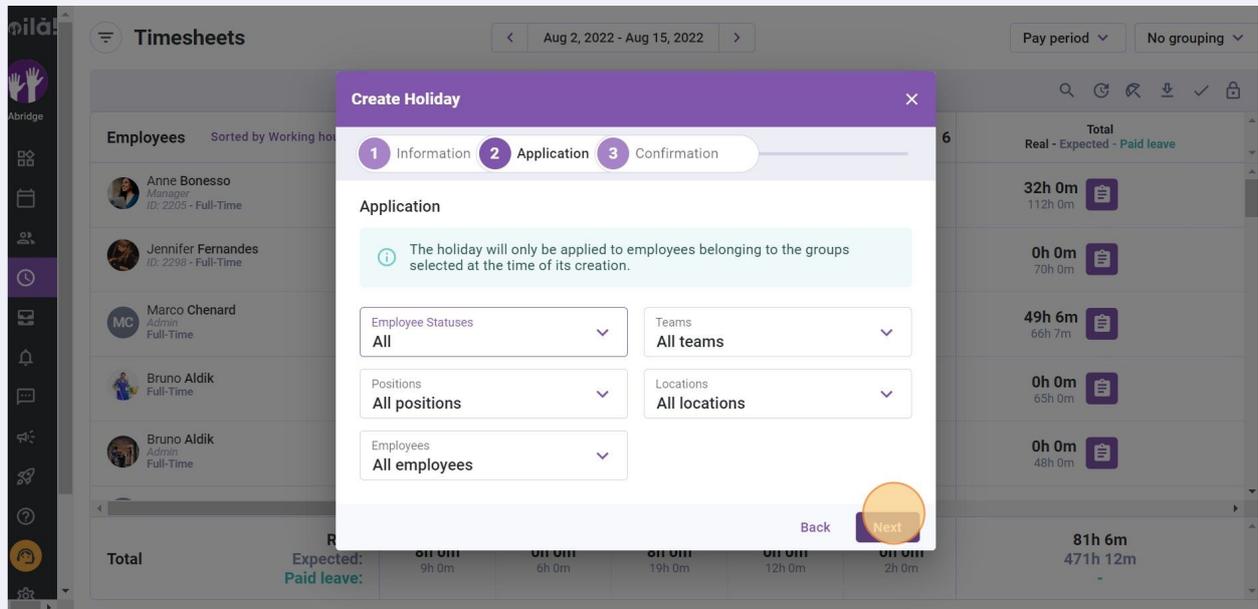
17

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



18

Click Next



19 Click Save

The screenshot shows a 'Create Holiday' dialog box with three steps: 1 Information, 2 Application, and 3 Confirmation. The 'Confirmation' step is active. The dialog lists the following employees:

- Bruno Aldik (Full-Time)
- Christian Michel (Full-Time) with a warning icon
- Christine Rashford (Full-Time)
- Claudia Hamilton (Full-Time)
- David Gauthier (Full-Time) with a warning icon
- Diane Smith (Full-Time)

Below the employee list, it shows 'Impacted shifts (1)'. One shift is listed: 0:45 - 2:00 (1h 15m) for 'Nurse, Location 3'.

At the bottom right of the dialog, there is a 'Back' button and a 'Save' button. The 'Save' button is highlighted with a red circle.