Urlaubskonten

By using holiday accounts it is easy to overview the annual holiday of your personnel.

Summary

A holiday account states, how many days of annual holiday your personnel owns. This is an individual value, which needs to be assigned to your personnel. As soon as you assigned an account, it is possible to view the holiday account. By evaluating the entered holidays, it is possible to calculate the remaining holiday for the current year.

To use holiday accounts by its full extent, **YellowTimeManager** needs to be booked.

Functions

function	without YellowTimeManager	with YellowTimeManager
maintain holiday entitlements	✅	✅
create manual entries	❌	✅
add recreational holidays	❌	✅
show holiday account	❌	✅

Assign holiday account

To assign a holiday account to your personnel, you need to open personnel management first. In the input mask of *edit personnel* function, you are now able to set the annual holiday. Set the number of days and the date, from which the new entitlement should be valid. This date can be in the past or future. Please notice, that until the first assignment of annual holiday entitlement is taking effect, no entered recreational holidays will be noticed and therefore no holiday account will be calculated. You can change the annual holiday entitlement as often as you like. If on setting a new annual holiday, an old entry was noticed, the range validity of the old entry will be adjusted automatically. For instance, if your personnel should get a new annual holiday entry as from now, the old one will be valid until yesterday. If you set annual holiday for the past, all entries for this person which are newer will be deleted. You can view the history of annual holiday entitlements by clicking the 📋 symbol.

Furthermore you are able to do a mass assignment of annual holiday entitlements to multiple persons. To do so, check the desired persons in personnel table. Afterwards you can assign an identic annual holiday to all persons by clicking on the mass action 📅 *assign annual holiday*. You might get an information about persons who already own an entitlement during the selected date. These conflicts will be solved automatically.

Manual entries

Besides assigning an annual entitlement, you also have the opportunity to edit the holiday account by adding manual entries. You might want to grant your personnel an additional day of holiday, for example because of marriage or decease. Adding a manual entry is the right way to do this. You might even substract a day. To create a new manual entry, you need to open the holiday account of the required personnel. This is accessable by the action menu of this person in personnel table. Please notice that you can only view this for persons on who you have the master data right. Here you can add or delete manual entries. Only entries of the current year will be shown. New entries will also be only valid for current year.

Special regulations

First assignment

The first assignment of an entitlement is like taking up a new job. Therefore the entitlement has to be calculated proportionally. An example: If the entitlement starts on 1th of april, there will be no entitlement from january to march. Therefore the entitlement of first year calculates like *entitlement * (number of entitled month / 12).*

Assignment during month

If an assignment takes place after the 1th of the corresponding month, the first month will have no entitlement. This is only relevant if it is the first assignment of this personnel.

Reassignments

If a personnel gets multiple assignments during the year, only the last assignment will be valid for all entitled month of this year.

Enter holiday

Holiday will be entered by using absence management. To create a holiday account relevant absence, you need to check the option *recreational holiday* on editing. The absence type has no influence wether an absence is holiday or not. All absence types can be marked as recreational holiday. You can also set this later on editing an absence.

If you have selected a single person and checked recreational holiday setting, the current holiday account of this person will be shown. By this it is easy to check if the personnel has enough remaining holiday.

By default a holiday that takes place during an official holiday is not relevant for holiday account. But you can set explicitly that an official holiday should be ignored. If a conflict with the assigned holiday profile of this person occured while trying to create a new absence, it will be shown. Now you can check which official holidays should be ignored. Analogously you have the possibility to exclude specific weekdays. Like this you are for example able to create 2 week holidays which are not valid on weekends. Accordingly these days will not be subtracted from holiday account of your personnel.

Settings

Holiday entitlements are liable to legal law.

According to federal holiday law §7, the remaining holiday of current year will be lost by turn of the year. Nevertheless the employer has the possibility to transfer remaining holiday to new year due to urgent operational or personal reasons of the personnel or set this in employment contract. This remaining holiday then has to be taken until a set deadline or latest by 31th of march. This deadline can be set in personnel management settings. By default the 31th of march is selected.

Furthermore you are able to set wether entitlements should be rounded. The federal holiday law §5 states that fractions of holiday days that were assigned as annual holiday and add up to at least half a day shall be round up to full days. This does not influence remaining holiday from past years or entered partial holiday. By default this law will be used, but your are able to deactivate this.

These settings are company wide.

Please notice that holiday account settings are only valid from now on. This means that changes will only have effect on the current year and all adjustments on holiday accounts which are done after change date. Archived holiday accounts from previous years will not be touched.