



Holidays User Guide

Staff Module



Introduction

The Holidays User Guide highlights one of the most overlooked elements of scheduling: how to schedule employees fairly and equitably on or around holidays. It's critical to morale and cohesion to make sure that employees aren't perpetually assigned to work certain holidays and not others.

StaffReady allows for the customization of holidays and establishing teams of people able to work. StaffReady also allows for advance planning of who is available to work certain holidays, ensuring that there is a fluid and equitable rotation and distribution of holiday shifts for years at a time.

Mastering this feature allows staff to plan around holidays without having to constantly adjust their schedule. Employees can plan holiday events with confidence, knowing their plans won't need to change without warning. Managers can also relax knowing their employees are satisfied while also staffing their departments adequately.

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Adding a Holiday to a Schedule

To begin creating a new holiday, first navigate to the **Departments** tab in the Scheduling module. Select the department your schedule is under and select the **Department Holidays** color bar. (Figure 1)

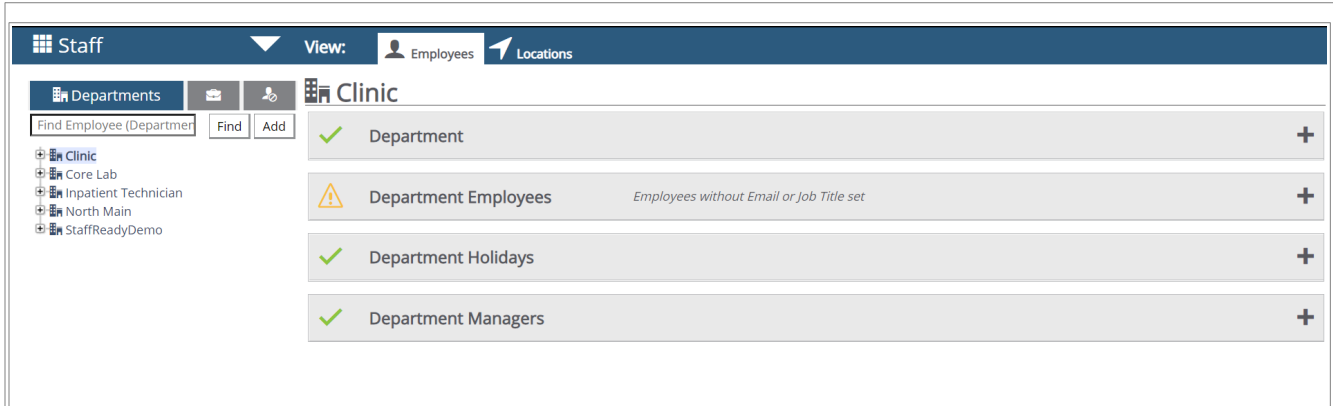


Figure 1

Select the color bar to expand it. Choose from either the View by Holiday or View by Year radio buttons. If you selected View by Holiday, select the **Choose One** dropdown menu (Yellow box, Figure 2) and then select from the list. (Figure 3)

If you selected View by Year, select the edit or change links beneath each holiday. (Yellow box, Figure 4)

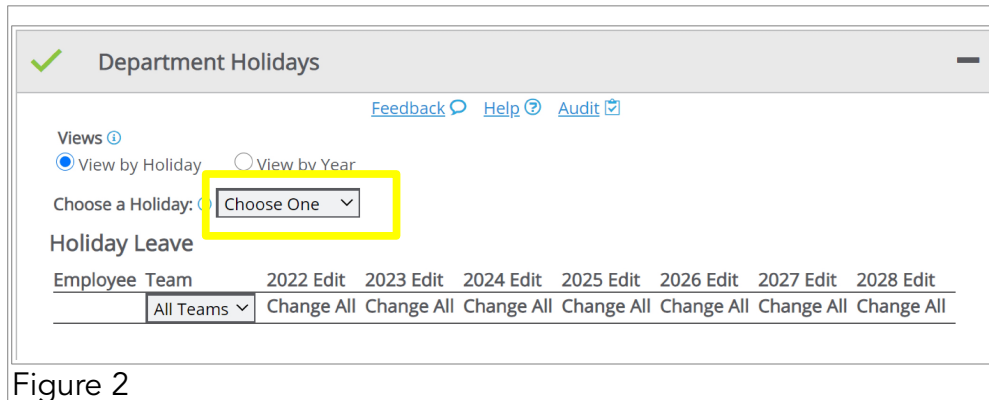


Figure 2

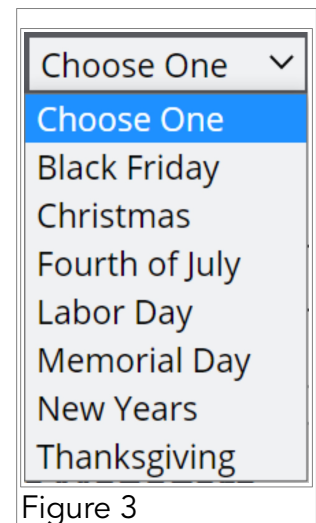


Figure 3

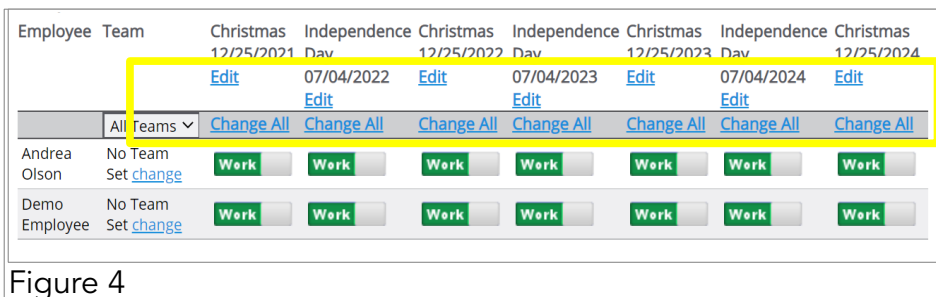


Figure 4

Holiday Creation (Continued)

Next, select the **Add Holiday** link. (Yellow box, Figure 1)

Having added this holiday to the department, you can now make changes to it.

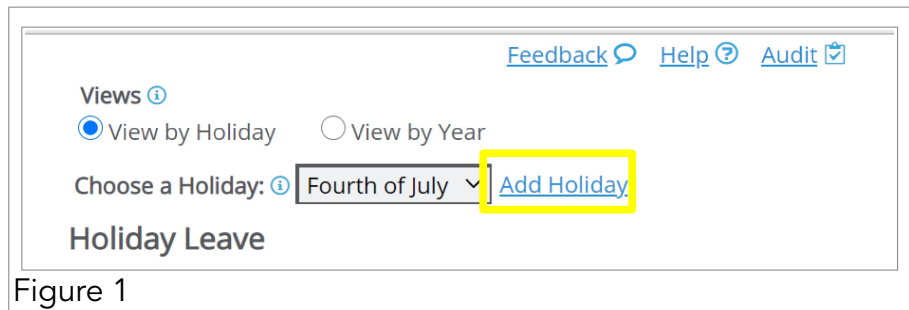


Figure 1

Select the **Change All** link (Yellow box, Figure 2) for the year you wish to make changes to. For our purposes, we will use 2021. (Figure 2)

This will open the **Change Leave for Column** pop-up window. Select either the **Keep/Assign Leave** button to assign all employees leave on that day or the **Remove Leave** button to indicate availability to work for all employees on that day and then select the **Save Changes** button.

If you would like to learn more about how to create new holidays entirely, please check out our [user guide on Departments](#).

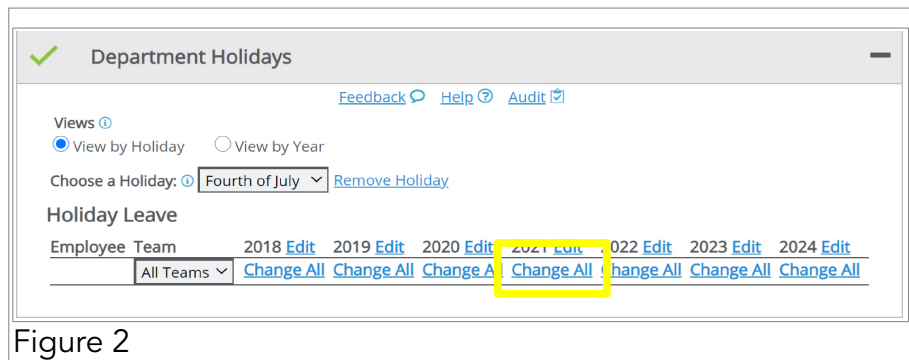


Figure 2

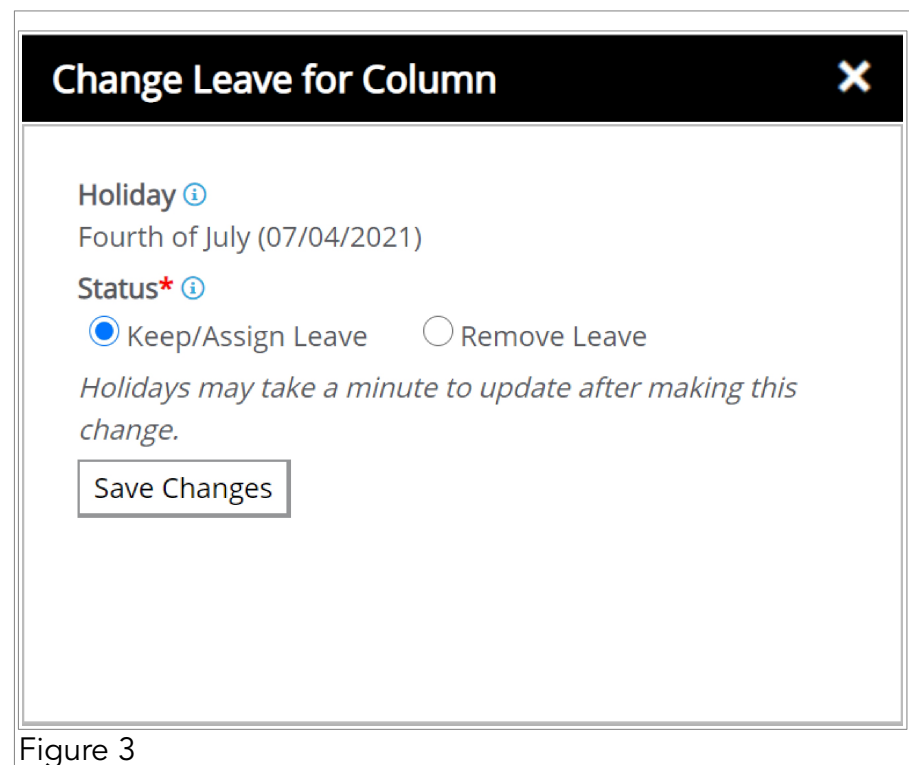


Figure 3

Manually Assigning Holiday Leave

You can also choose to individually customize leave options for each employee. By selecting the **Leave/Work** toggle (**Yellow box, Figure 1**), you can choose if the employee will receive the holiday (Leave) or if the employee is available to be scheduled (Work).

Note: Work indicates the employee is available to work. However the employee will not necessarily be automatically scheduled. The system will still prioritize normal schedule building rules when attempting to schedule the employee.

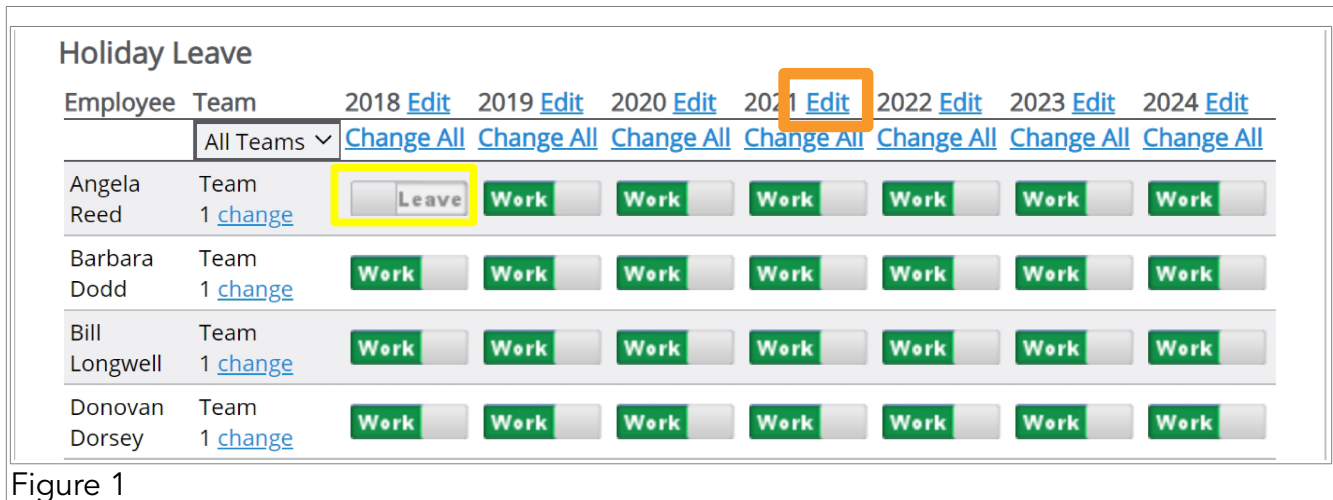


Figure 1

To automatically assign holiday leave, select the **Edit** link adjacent to the year you wish to edit. (**Orange box, Figure 1**) This will open the **Edit Holiday** menu. (**Figure 2**)

You can choose to edit the holiday name or description in their respective fields. You can select a team of people from the **Team** dropdown menu (**Yellow box, Figure 2**) and then select either the Leave or Work button. If **Leave** was selected, the system will assign all employees on the team you selected that holiday. If **Work** was selected, all employees on that team will be made available to work.

Once you have finished making changes, select the **Save Changes** button.

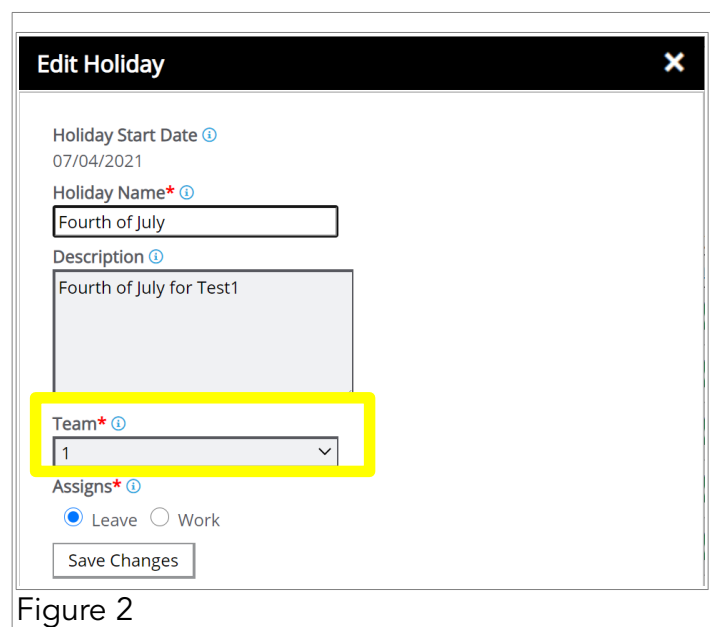


Figure 2

Assigning Holiday Teams

You can choose to assign employees to teams from the **Department Holidays** color bar as well. First select the holiday and then locate the employee you wish to assign to a team.

Employees not currently assigned a team will have **No Team Set** displayed next to their name. (Yellow box, Figure 1)

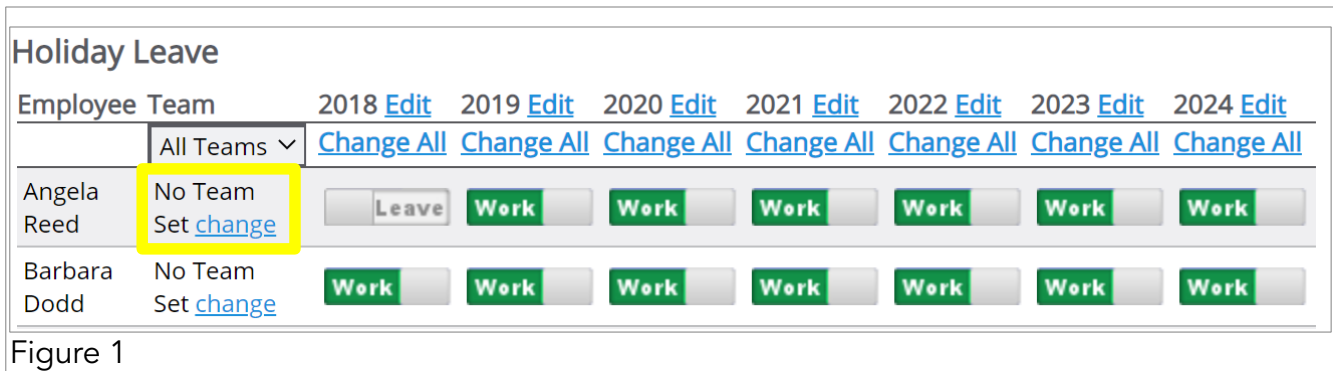


Figure 1

Select the **Change** link to open the **Change Team** pop-up window. (Figure 2)

Select which team the employee is a part of from the team dropdown menu. (Figure 3)

Once you have made your selection, select the **Save Changes** button.

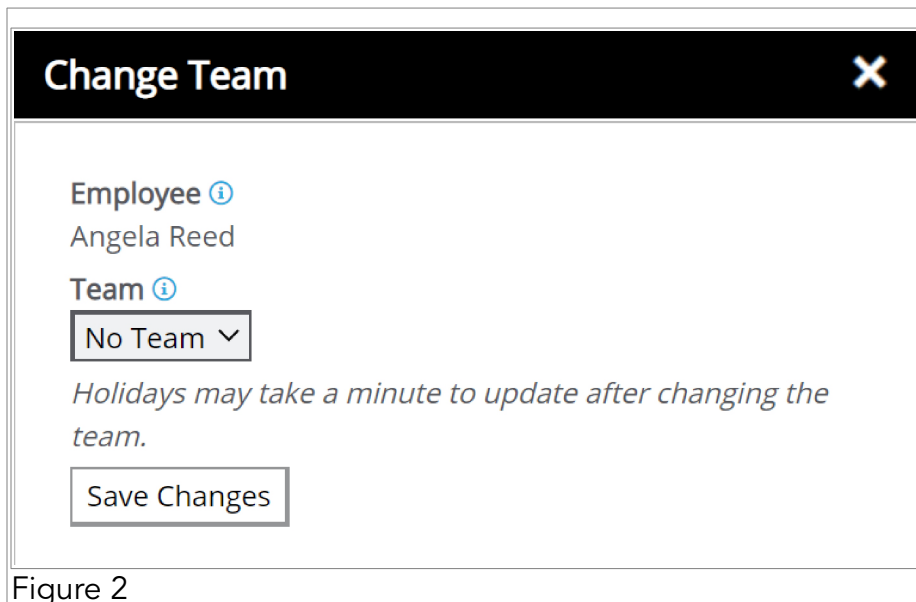


Figure 2

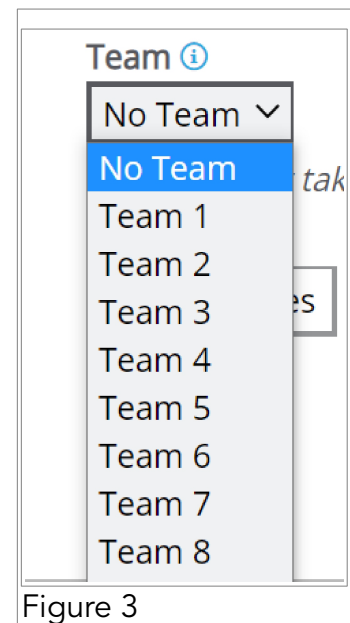


Figure 3

Resources

This concludes the User Guide for **Holidays**. We hope that you have a better understanding of this feature and how it functions within the entire framework of the Staff module.

For more focused Guides on the functions and features discussed in this document, please check out the linked Guides on this page for supplemental reading.

For further assistance, please contact our Support Team directly.

Our service hours are Monday through Friday, 6am to 5pm PST.

Phone: 1-877-229-5230

[Online Support Form](#)

Related Topics

Please select any link to skip to that topic.

Department Setup	PDF Document
Employee Prerequisites	PDF Document
Schedule Leave Types	PDF Document
Enforced Rotations	PDF Document