KNOWLEDGE BASE ARTICLE

How to Add Public Holidays

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Table of contents

Overview 4

Columns of the Holidays list 4

Add holidays 4

Effect on working days 5

Where holidays are shown 6

Regional and company days, yearly maintenance 7

Terms 8

Overview

A public holiday is not a day off that an employee has to request. If a vacation from Monday 9 to Friday 13 November 2026 contains a holiday on Wednesday 11 November, the employee should use four days of the balance, not five. Vitextra **Absence & Coverage** handles this with the optional `Holidays` **list** on the product **site**. Every row is a day that is not counted as a working day.

Holidays have three effects:

- they are left out when the working days of a new request are counted;
- they are shaded in the Team Absence Calendar, with the holiday name in the tooltip or in the day cell;
- they appear in the **Upcoming public holidays** block of My Absences.

There is no import of national holiday calendars in this version, so HR enters the days once a year.

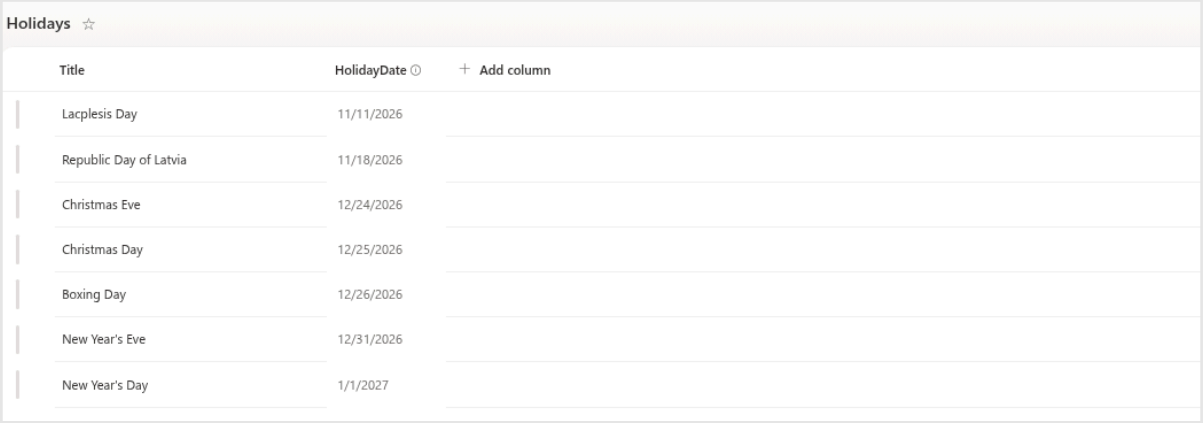
Columns of the Holidays list

Column	What to enter
`Title`	The name of the holiday, for example "Independence Day"
`HolidayDate`	The day (date only)

Add holidays

1 Open the product site and go to **Site contents**.
2 Open the `Holidays` list.
3 Add a new item for each holiday: type the name in `Title` and pick the date in `HolidayDate`.
4 Repeat for every day of the year that should not count as a working day.

One row stands for one day. A holiday that lasts three days needs three rows. A holiday is always a full day; there are no half-day holidays.


Holidays ☆

Title	HolidayDate	+ Add column
Lacplesis Day	11/11/2026	
Republic Day of Latvia	11/18/2026	
Christmas Eve	12/24/2026	
Christmas Day	12/25/2026	
Boxing Day	12/26/2026	
New Year's Eve	12/31/2026	
New Year's Day	1/1/2027	

The Holidays list with entries for the end of 2026

Warning

Enter each date only once. Two rows for the same day do not change the counting, but the day may appear twice in the Upcoming public holidays block.

Effect on working days

When an employee fills in a request, every day of the period counts as a working day if its weekday belongs to the working week and the date is not in the `Holidays` list. A holiday inside a vacation is therefore not deducted, and a request that consists only of holidays and weekends has no working days and cannot be submitted. The working week itself is defined in the `Settings` list (KB10355. How to Set the Working Week); the full counting rules and worked examples are in KB10326. How Working Days Are Calculated in Absence Requests.

Request (Vacation)	Holidays list	Working days
Mon 9 Nov – Fri 13 Nov 2026	none	5
Mon 9 Nov – Fri 13 Nov 2026	Wed 11 Nov	4
Tue 24 Nov – Mon 30 Nov 2026	none	5 (the weekend is not counted)
Sat 14 Nov – Sun 15 Nov 2026	none	0, the request cannot be submitted

The number is calculated when the request is submitted and stored with it. Adding a holiday later does not change the days of requests that already exist, and the balance of the employee stays as it was. If a request has to be corrected, cancel it and submit it again - see KB10358. Why You Should Edit Absences in the Web Parts and Not in the List View.

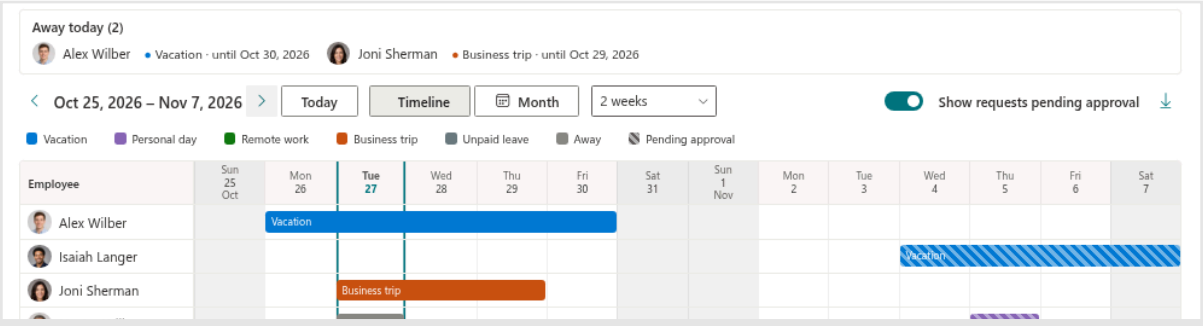
Note

When the **New absence request** panel counts days, it knows the holidays from 1 January of the year shown in My Absences to 31 December of the following year. Keep at least the current and the next year in the list. The examples assume a Monday–Friday working week. You can cancel and resubmit a request only while it is pending or approved and its end date has not passed. Reload My Absences after changing the Holidays list before submitting a new request.

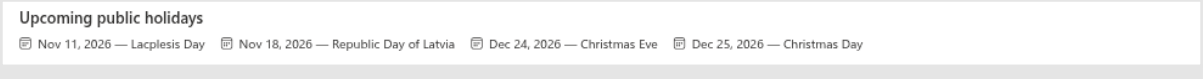
Where holidays are shown

Team Absence Calendar. On the timeline the column of a holiday is shaded and the holiday name is in the tooltip of the day; in the month **view** the name is written in the day cell. The shading is controlled by the **Show public holidays** option in the property pane of the **web part**, which is on by default. Turning it off changes only the display; holidays are still left out of the working days.

My Absences. The **Upcoming public holidays** block lists the next four holidays from today. It is controlled by the **Show public holidays** option of the My Absences web part and is hidden when there is nothing to show.



A public holiday on the Team Absence Calendar timeline



The Upcoming public holidays block in My Absences

Regional and company days, yearly maintenance

- **Company days.** A day off that applies to the whole company, such as a company anniversary, is entered like any other holiday.
- **Several countries.** The list belongs to the product site, and one site has one set of holidays and one working week. If your locations have different holidays, use a separate product site for each of them and select the matching site in the web parts of that location's pages.
- **Once a year.** Add next year's days before December, so that requests for January are counted correctly. Past rows may stay in the list.
- **Many rows.** Adding a long list is no different from any **SharePoint** list; use the list features you know for entering many items at once.

Tip

To see how the shaded days look in the calendar, read KB10341. How to Read the Team Absence Calendar: Colors, Hatching and Marks. For all lists of the product, see KB10351. Absence & Coverage Lists: What Is Stored Where.

Terms

List
A list is a storage unit in SharePoint. A list can contain columns of different types, content types, and views. A document library is a special type of list and therefore inherits the functionality of a list.

SharePoint
SharePoint is a web-based collaboration platform that provides content management, document management, workflow applications, search, and other tools that empower employees and teams to work together. SharePoint is also a secure place to store, organize, and access shared information.

Site
A SharePoint site is a container for information within the SharePoint platform. Sites typically offer features such as document libraries, lists, calendars, discussion boards, and workflows, facilitating collaboration, communication, and document management within teams or across departments. Sites can be customized and configured to suit the specific needs and workflows of an organization.

View
A view is a saved configuration that determines which items of a list or library are displayed and how, including the columns, sorting, filtering, grouping, and layout. Views can be personal or public.

Web Part
A web part is a primary building block of functionality or content placed on a SharePoint page. Some web parts support customization, such as configuring the web part or changing its appearance.