KNOWLEDGE BASE ARTICLE

How to Set the Working Week

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Overview

Out of the box, Vitextra Absence & Coverage treats Monday to Friday as the working week. Every calendar day of an absence request that falls on another weekday is not counted against the employee's balance. If your company works a different week - for example Sunday to Thursday, or Monday to Saturday - you change this with a single setting, `WorkDays`.

The setting is stored as one row in the `Settings` **list** of the product **site**. It applies to **all employees** who use that site: there is one working week per site, not one per person or per department. Public holidays are a separate matter and are kept in the `Holidays` list.

Note

The `Settings` list is created empty together with the other lists, so until you add the row the default working week Monday to Friday is used. Nothing is broken when the row is missing.

Add the WorkDays setting

1 Open the product site - the site that you selected in the web parts - and open the `Settings` list from **Site contents**.
2 Select **New** and fill in the item:
3 Save the item and reload the page with the web parts. The setting is read every time a **web part** loads, so no further action is needed.



The WorkDays row in the Settings list

To change the working week later, edit the `Value` of the same item. Keep only one row with the key `WorkDays`.

Weekday numbers

Each weekday has a number from 0 to 6. List the numbers of the days that **are** working days.

Number	Weekday
0	Sunday
1	Monday
2	Tuesday
3	Wednesday
4	Thursday
5	Friday
6	Saturday

The order of the numbers does not matter, and spaces around the commas are ignored. Typical values:

Working week	Value
Monday to Friday (default)	`1,2,3,4,5`
Sunday to Thursday	`0,1,2,3,4`
Monday to Saturday	`1,2,3,4,5,6`

Warning

Enter only whole numbers from 0 to 6, separated by commas. If nothing valid remains - or the `Value` is empty - the default `1,2,3,4,5` is used again. The key `WorkDays` is case-sensitive: a row called `workdays` is not recognised.

What changes in the web parts

Working-day count of a request. When an employee fills in a request in My Absences, every day from the start date to the end date counts as one day if its weekday is in `WorkDays` and it is not in the `Holidays` list. The panel shows the result in the summary line and uses it for the balance check. Half-day options reduce the first or last day to 0.5, but only if that day is a working day.

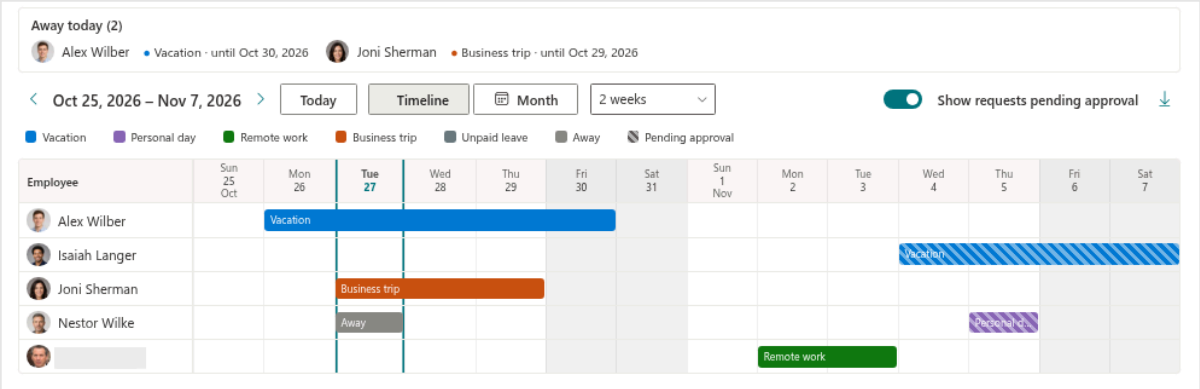
The count is calculated when the request is submitted and stored with it in the

`WorkingDays` column. If you change `WorkDays` later, requests that were already submitted keep the number of days they were saved with.

Team Absence Calendar. Days that are not working days are shaded in the timeline and in the month **view**. If the property pane option **Show weekends (timeline)** is switched off, the timeline hides exactly these days - so with `0,1,2,3,4` it hides Friday and Saturday, not Saturday and Sunday.

Worked examples. The table shows how many days two requests count for under three different working weeks (no public holidays in these dates).

Request	Monday to Friday	Sunday to Thursday	Monday to Saturday
Sun 8 Nov – Thu 12 Nov 2026	4	5	4
Fri 6 Nov – Mon 9 Nov 2026	2	2	3



The Team Absence Calendar with Friday and Saturday shaded

Good to know

- A request that consists only of non-working days has zero working days and cannot be submitted.
- The first day of the week in the calendar follows the culture of the page and is independent of `WorkDays`.
- Anyone who can edit the `Settings` list can change the working week for the whole site. Because all employees have Member access to the site, consider restricting edit rights on this list to administrators; the web parts still need read access to it.

Tip

After changing `WorkDays`, check the result with a test request: select a period that contains one of your non-working days and compare the days shown in the summary line with what you expect.

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.

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.