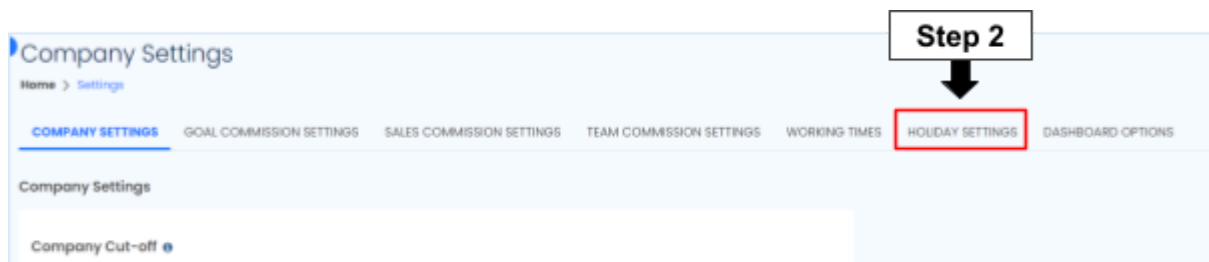


How to apply company holidays to company department?

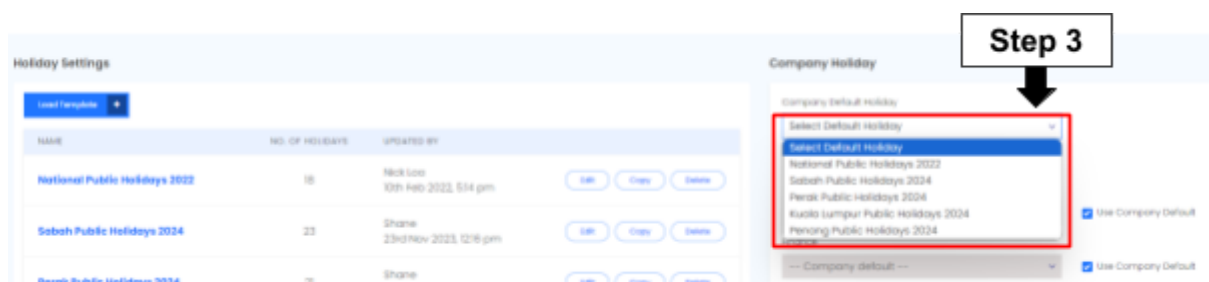
Step 1: Click **Side Menu Icon** ▶ at the upper left, then click on **Setting Icon** ⚙️ at the bottom left of the side menu bar. Next, click on **Company Settings**.



Step 2: Click on **HOLIDAY SETTINGS**.



Step 3: In Company Default Holiday, Choose **Select Default Holiday** template



Step 4: **Untick** the **Use Company Default** for the department that you wish to apply for a different holiday template. Scroll down and click **Update**.

Company Holiday

Company Default Holiday
Select Default Holiday

Department Holiday Override

Administration
-- Company default -- Use Company Default

Finance
-- Company default -- Use Company Default

Human Resources
-- Company default -- Use Company Default

Customer Service
National Public Holidays 2022 Use Company Default

Production Operator
-- Company default -- Use Company Default

Update

Step 4

Company holiday successfully updated