

Holiday Plan in myFOX

BASIC INFORMATION

Holiday plan:

- ✓ Holiday plan is a **tentative entry** into the calendar for the days when the employee intends to take holiday, but has not yet created a leave request with an approval workflow
- ✓ The holiday plan **is not related to a specific shift scheduled** in the attendance system, i.e. it is possible to schedule holiday plan even for dates for which the employee does not have a planned shift in aFOX (e.g. future months when the balance period plan has not yet been uploaded to the attendance system)
- ✓ **The amount of planned holiday hours** is fixed to the value of daily working hours in myFOX (it is possible to create a plan for half a shift or a full shift) - the plan does not verify the length of a specific planned shift (*in case that the length of a specific shift does not correspond to the employee's standard working hours, discrepancies may occur*)
- ✓ Holiday plan can not exist in the past:
 - The user cannot create a new holiday plan in the past
 - The holiday plan is continuously updated by the system, and the **records for the passed days are automatically canceled** - the user does not have to update/delete past records
- ✓ The holiday plan is also automatically canceled if the user creates a **real leave request** for the given day (holiday, home office, medical treatment...), i.e. a real leave request deactivates the vacation plan
- ✓ In the header of "**My Calendar**" section there is an overview of holiday usage - *Total holiday*, *Requested/approved holiday* (i.e. days with an approved or pending request), *Holiday plan* (tentative plan without an approval workflow) and *Holiday to be planned* - amount of hours that are to be scheduled. The actual leave balance (i.e. entitlement for the calendar year less requested leave) is displayed in the details of leave requests

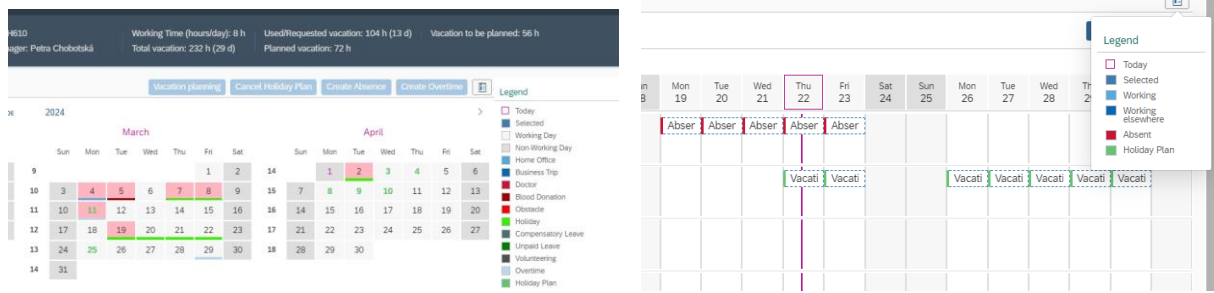
myFOX

To create a **holiday** plan, the "Holiday plan" and "Cancel holiday plan" buttons have been added to the right above the calendar in myFOX Requests. Creating a plan is simple – select the days in the calendar for which you want to create a plan, and in the "Holiday Plan" dialog, confirm a plan for a full or half shift.

Similarly, it is possible to cancel the plan - select the days with a holiday plan and click "Cancel holiday plan" to delete the record.

In MyCalendar tab, the date with an existing holiday plan is highlighted in green. Similarly, in Team Calendar, Holiday Plan is highlighted in green with „Holiday Plan“ in the calendar legend.

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Holiday Plan	
Summary	
Total holiday:	232 h (29 d)
Used/requested holiday:	88 h (11 d)
Holiday plan:	112 h
Holiday to be planned:	32 h
Holiday plan details	
Selected Dates:	4/15/2024 <input type="text" value="8"/>
Hours planned:	8
Hours to be planned:	24
<input type="button" value="Save"/> <input type="button" value="Close"/>	

aFOX report

In the attendance system, a full report is available for defined roles. The report generates an overview of the requested and planned holiday for employees at the selected cost center and displays both overall statistics and records on individual days. Specifically:

- **Total holiday** – total entitlement (holiday hours) per calendar year
- **Requested Holiday** - created leave requests - both approved and pending approval
- **Holiday Plan** - schedule of planned but not yet requested holiday
- **Holiday to be planned** – holiday hours left to schedule in a given calendar year - *it is not a real balance of leave, but it subtracts both the requested leave and only the planned leave from the entitlement (in some cases, it can also take on negative values)*

In the detailed schedule, on a specific day, there may be entries with the code:

- P – holiday plan („P = plan“, e.g. P8, P4 according to the volume of planned hours)
- W – holiday requested with an approval pending ("W = waiting"), again with a specific number of hours
- R – requested and approved holiday ("R = real")

Nákladové středisko	Osobní číslo	Příjmení	Jméno	Celková dovolená	Zažádaná dovolená	Plán	Zbývá doplňovat	19.02.	20.02.	21.02.	22.02.	23.02.
				246	72	176		-2	R8	R8		
				224	40	224		-40	P8	P8	P8	P8
				176	24	132		20	W6	P8	W6	W6
				200	0	0		200				
				0	0	0		0				
				232	88	144		0	W8	W8	W8	W8