

Holiday Management Guide

GainPlus provides an annual update to the following calendars provided in the Totem Leave System. These updates generally occur by the end of November each year.

The list of holidays are taken from the official list of holidays published by each country.

It is important for HR administrators to check whether the lists we provide align with their Company's requirements.

There is often changes need to be made due to regional differences (for instance in Thailand Songkran is often observed on different dates depending on different provinces)

This FAQ will explain how to make changes when necessary to do so.

Holidays management is available under **Settings(1) > System Settings > Holidays Management(2)**

Dashboard Request Leave Pending Approval Calendar Employees Reports **Settings** 1

Organisation

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- » Locations

Employees

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- » Leave Access Permissions
- » Calendar Teams

Leave

- » Leave Categories
- » Leave Profiles

Processes

- » Import Process
- » Blackout Period
- » Special Work Day

System Settings

- » Leave Colors
- » Holiday Management** 2
- » Country Management
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Development Settings

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Holiday Management

add record

copy holiday import holidays

Name: Country: Thailand Year: 2023 search clear

< > 1 2 show 10 results manage columns

Name	Date	Country	Options
Substitution for Constitution Day	11 Dec 2023	Thailand	
Constitution Day	10 Dec 2023	Thailand	
H.M. King Bhumibol Adulyadej The Great Memorial Day	05 Dec 2023	Thailand	
Chulalongkorn Day	23 Oct 2023	Thailand	
H.M. King Bhumibol Adulyadej The Great Memorial Day	13 Oct 2023	Thailand	
Substitution for H.M. Queen Sirikit The Queen Mother's Birthday / Mother's Day	14 Aug 2023	Thailand	
H.M. Queen Sirikit The Queen Mother's Birthday / Mother's Day	12 Aug 2023	Thailand	
Asarnha Bucha Day	01 Aug 2023	Thailand	
H.M. King Maha Vajiralongkorn Phra Vajiraklaochaoyuhua's Birthday	28 Jul 2023	Thailand	
Visakha Bucha Day	05 Jun 2023	Thailand	

< > 1 2





















Totem holidays for Thailand are populated based on gazetted information but the Labour Law requires companies to observe at least 13 of these holidays.

Note that in some locations in Thailand, other days may be observed for Songkran.

Finally note, that these dates unless changed in the settings will be used in the calculation of 'days off' that fall over the holiday dates periods.

In order to adjust holidays you can simply click on **holiday name(3)** and change date.

In case you like to delete holiday, you can do that from the same form, just click **DELETE button(4)**.

< 1 2 show 10 results manage columns			
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Visakha Bucha Day	05 Jun 2023	Thailand	 
< 1 2			

Substitution for Constitution Day

Name:

Country:

Thailand


▼





Date Holiday:

11 Dec 2023

▼

 Delete

 save

 cancel

[Click here If you like to create new holidays calendar](#)