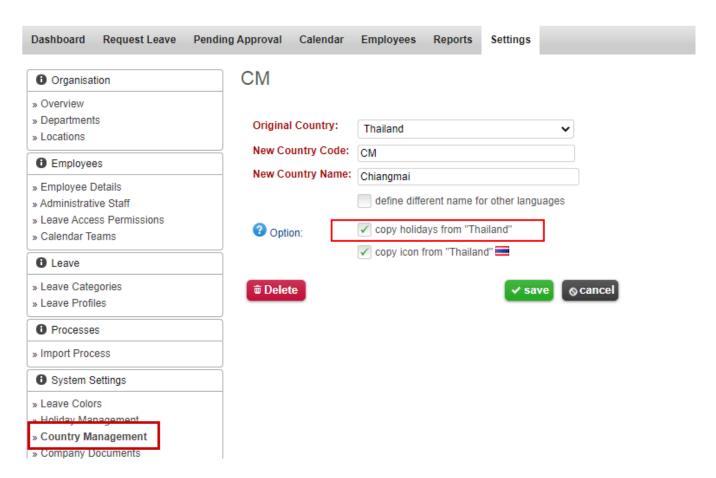
New Holidays Calendar

In order to create special holiday calendar, you have to first create new Country.

You can do that from the **System Settings** > **Country Management**.

Select original country which will serve as template for new holidays calendar, and from options select copy holidays from that country.



Once you create new country, then you can assign it under **Locations** setting. Any staff assigned to this location will also follow holidays calendar of that country.

Dashboard Request Leave **Pending Approval** Calendar **Employees** Reports Mass Adjustment Settings Bangkok Organisation » Overview » Departments Location: Bangkok » Locations Abbreviation: » Branches Code: 6 Employees

» Branches

Description:
Employees

» Employee Details

» Leave Access Permissions

» Calendar Teams

Leave

Leave

Leave Categories

» Leave Profiles

Processes

» Import Process

System Settings

