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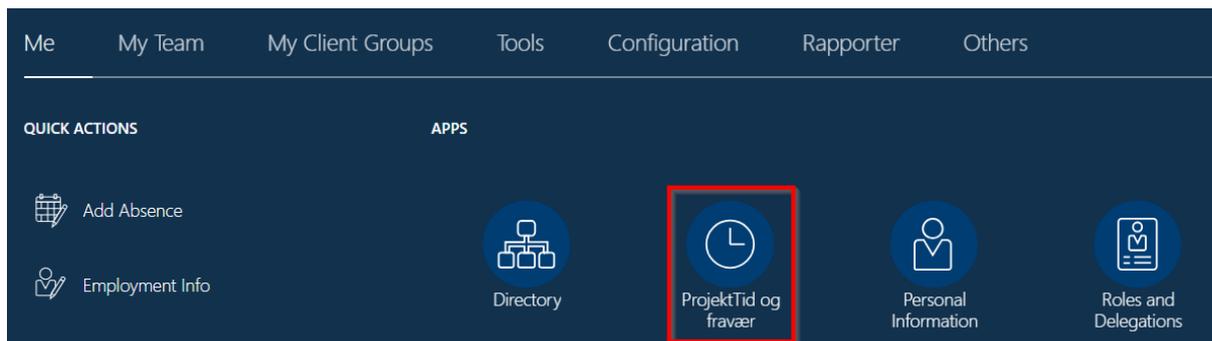
## Tips for planning your holiday

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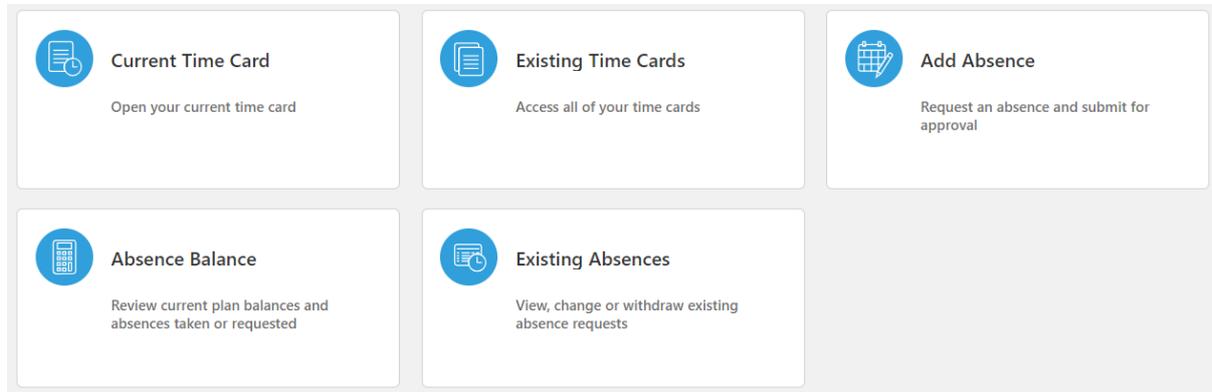
### FINDING THE BALANCE YOU NEED TO PLAN YOUR HOLIDAY

This guide will help you plan future holidays.

Choose Absence and Project Time:



Choose Absence Balance



Choose the type of holiday you would like to plan for:

Plan Balances	
Holidays	8 Days
Special holidays	5,5 Days

Set the date to 30-12-2023 to get an overview of the entire year, the monthly adding, and the holiday days already registered.

Plan Holidays

\*Balance As-of Date 31-12-2023

Plan Balance 16,32 Days

Details 

Fold out the details to get the overview:

Details 

Amounts in Days

All 

31-12-2023 Periodic accrual	2,08 Projected
30-11-2023 Periodic accrual	2,08 Projected
31-10-2023 Periodic accrual	2,08 Projected
30-09-2023 Periodic accrual	2,08 Projected
01-09-2023 Carryover Plan period end date 31-08-2023	8 Remaining balance 8 Days Expires on 01-01-2024

[Load More Items](#) 1-5 of 5 items

In this case there is 8 holiday days per 01-09-2023 that are not planned. All those days need to be planned and registered before 31-12-2023 or they will expire.

Details 

Amounts in Days

All 

31-12-2023 Periodic accrual	2,08 Projected
30-11-2023 Periodic accrual	2,08 Projected
31-10-2023 Periodic accrual	2,08 Projected
30-09-2023 Periodic accrual	2,08 Projected
01-09-2023 Carryover Plan period end date 31-08-2023	8 Remaining balance 8 Days Expires on 01-01-2024

[Load More Items](#) 1-5 of 5 items

The rest of the details show how many holiday days that are added and that you can use every month after 01-09-2023:

Details	
Amounts in Days	
<input type="text" value="All"/>	
31-12-2023 Periodic accrual	2,08 Projected
30-11-2023 Periodic accrual	2,08 Projected
31-10-2023 Periodic accrual	2,08 Projected
30-09-2023 Periodic accrual	2,08 Projected
01-09-2023 Carryover Plan period end date 31-08-2023	8 Remaining balance 8 Days Expires on 01-01-2024

[Load More Items](#) 1-5 of 5 items

## PLANNING YOUR HOLIDAY

When you are planning your holiday it is important that you take the following into account:

- That your balance will cover the days you wish to take in the actual month
- Take into account the existing registration including the registration of future holidays
- That you have made certain that your balance leaves room for your summer holiday

*Example:*

*How do you see if your balance will cover that you take 4 holiday days from may 30th 2023 to June 2nd 2023?*

## THIS IS WHAT YOU DO

1. Check if there are 4 holiday days available for may. You do that by setting the date to the starting date of your holiday (30-05-2023)

Result: Your balance shows how many holiday days you have accumulated and registered until the chosen date. In this case the balance shows 13,64 days, which by this date leaves you enough to register and take 4 days in may.

Plan Holidays

\*Balance As-of Date

Plan Balance **13,64 Days**

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Details ^

Amounts in Days

30-04-2023 Periodic accrual	2,08
31-03-2023 Periodic accrual	2,08
28-02-2023 Periodic accrual	2,08
20-02-2023 Absence	-1
31-01-2023 Periodic accrual	2,08

2. Check if there is any other future registered holiday that you need to take into account. For instance you should check the registration of your summer holiday to ensure that the balance cover that. To check for that change the date to the starting date of your summer holiday.

Plan Holidays

\*Balance As-of Date

Plan Balance **19,88 Days**

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Details ^

Amounts in Days

31-07-2023 Periodic accrual	2,08
30-06-2023 Periodic accrual	2,08
31-05-2023 Periodic accrual	2,08
30-04-2023 Periodic accrual	2,08
31-03-2023 Periodic accrual	2,08

To make sure that you leave 15 days for your summer holiday (the typical number of days) after taking 4 days in may, you need to manually subtract the 4 holiday days from the balance per the new

date. In this example  $19,88 - 4 = 15,88$ . Conclusion : You can take and register the 4 days in may, because it will still leave you with enough days for your summer holiday.

Please note that if you had already registered holiday before your summer holiday these days would have been subtracted already from the balance you looked up.