












# Holiday Settings

## Organization Holidays

Home > Organization Holidays

#	State	Holiday Date	Holiday Name	Holiday Type	Created Date	Remark	Status	Action
1	DELHI	01-01-2025   Wednesday	New leave update	Restricted	04-01-2025	new leave update	Verified	
2	ANDAMAN AND NICOBAR ISLANDS	01-01-2025   Wednesday	New Year	Restricted	21-04-2025	only valid for Christian staff	Yet to Verify	  
3	PUDUCHERRY	01-01-2025   Wednesday	Happy New Year	Public	22-12-2024	testing new	Verified	
4	UTTARAKHAND	12-01-2025   Sunday	qqqqq	Restricted	09-04-2025	ok	Yet to Verify	  
5	TRIPURA	12-01-2025   Sunday	qqqqq	Restricted	09-04-2025	ok	Yet to Verify	  
6	ANDAMAN AND NICOBAR	12-01-2025	qqqqq	Restricted	09-04-	ok	Yet to	 

In this section, you can manage your organization's holidays. Public holidays are highlighted in red, while restricted holidays (RH) are shown in green for easy identification. You can filter holidays by:

- Year
- Holiday name
- Status (Verified, Yet to verify)
- State/Organization Unit

The table below displays each holiday's details including state, date, name, type, creation date, any remarks, status, and an action column. If a holiday is not yet verified, you'll see three action icons: Blue icon - Edit, Green Tick - Verify and Red Dustbin - Delete For verified holidays, the action column remains blank.

There are two key buttons here:

1. **Add New Holiday** - Click this button to add a new holiday. Fill in the date, name, type (public or restricted), applicable state or organisation unit, and remarks if needed. Once submitted, the holiday will be listed and available for verification.
2. **Employee Holiday Mapping** - This allows you to assign holidays to employees. You'll be directed to a new page where you can filter employees by name and status (Pending or Mapped). You can select one or more employees, then click on *Bulk Assign Holiday*

*State/OU*. A pop-up will appear where you can choose the state or organisation unit and add remarks if required. Click *Update* to finalise the mapping.

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