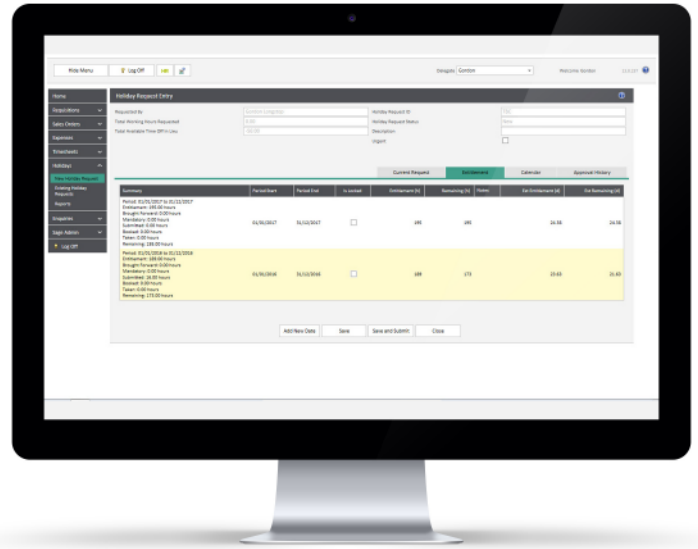




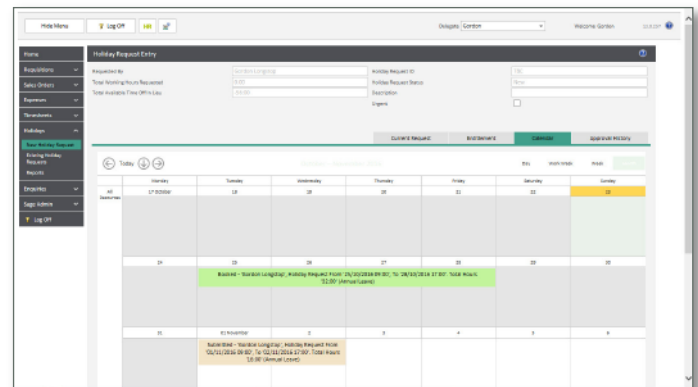
WAP Holidays

Raise holiday requests based on annual entitlements, with conflicting user checks, mandatory holidays/shutdowns and departmental rules. Calendar views allow approvers to see other bookings in their business units.

- Users can raise holiday requests in the WAP application and submit them for approval.
- Users are linked to holiday work patterns to determine how many hours per day they would have worked in any specific day of the week.
- Configurable approval routes per person - each person can have a specific approval route that may require one or more people to approve a new holiday request.
- Stop holiday clashes by configuring people that cannot be on holiday at the same time.
 - Users are informed of clashes with other members of staff.
- View conflicting users and business unit users diaries when booking holidays.
- Automatically updates bank holidays for each new year created.
- Special holidays can be manually added to the holiday register.
- Each special holiday can either reduce the holiday entitlement e.g. Christmas Shutdown or give an additional day off e.g. Queens Silver Jubilee.
- Holidays can update user's timesheets if both modules are being used together. This ensures a complete timesheet is created for each week.
- Approved holidays can create a diary appointment for the originator.



Holiday Entitlement



Holidays Diary