



# Configuration of calendars, holidays and time off

Set up public holidays, holidays and time off in your company

Sesame Time

Sesame Advanced

**HR Starter**

Professional Plan

Enterprise Plan

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File for the administrator

# Hello!

Welcome to Sesame, the software that simplifies HR management.

In this file, we will explain what "**Configuration of calendars, holidays and time off**" is and how you can set it up in your dashboard.

We will take you step by step, so don't worry. We are here to help you with whatever you need!

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# Calendar configuration

At Sesame, we know how difficult it can be to set up your company's work calendar. That is why we developed the **Calendar** tool, which takes into account your priorities: **public holidays, holidays and time off**. Let us show you!

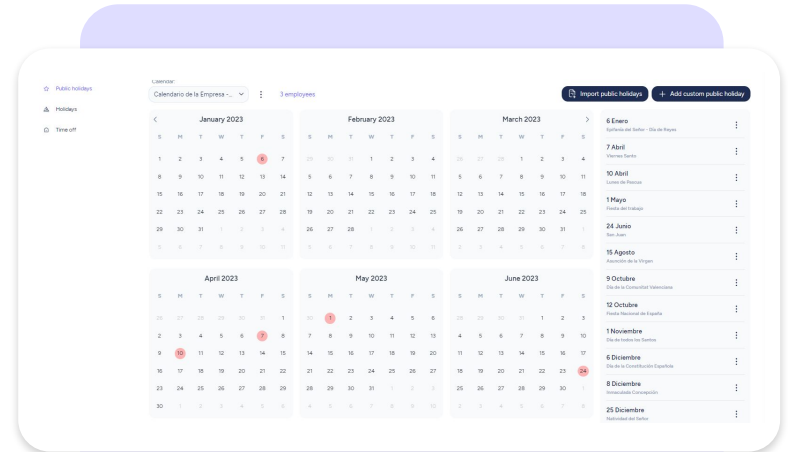
## 1. Public holidays

[Configuration >> Calendars >> Public holidays >> Import public holidays](#)

Select holidays according to your country or your local holidays. If the preset days do not match your company's needs, you can remove them by unchecking the blue check icon next to them.

[Configuration >> Calendars >> Public holidays >> Add custom holiday](#)

If you need to add more public holidays you can do it from "**add custom holiday**". You will be able to name it, choose the day and assign it to your employees. You can also choose **weekends or any day to be a holiday in your company**. This way, if an employee works that day, he/she will be able to compensate it for another one later on. Remember that you can create as many calendars as you need and assign them to different groups of employees.



# 2. Holidays

## Configuration >> Calendars >> Holidays

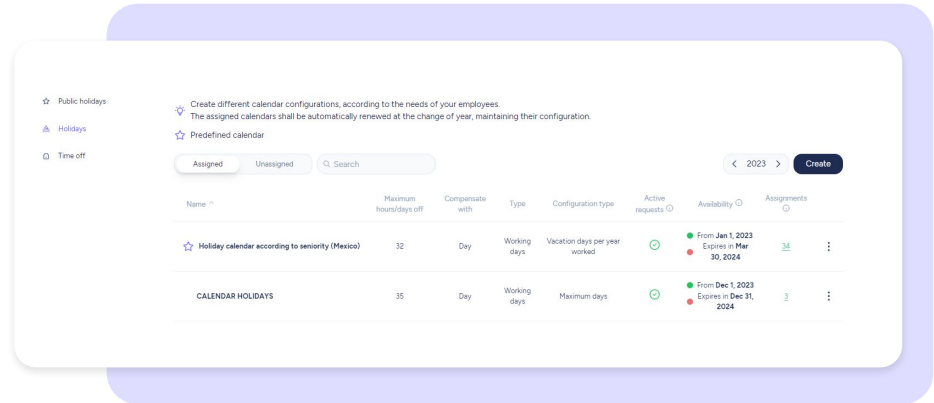
In Sesame we differentiate between holidays and time off. Holidays refer to mandatory time off that is accrued by working. Once you login, you will see a list of created settings and their characteristics.

### Configuration >> Calendars >> Holidays >> Click on the number from the “Number of assignments” column

Here you can select to which employees you assign holidays. Remember that users can only have one active holiday configuration. When adding a new user to a given configuration, the previous one is automatically unassigned.

### Configuration >> Calendars >> Holidays >> Click on “...” >> Edit

If you wish to edit an existing configuration, you can follow the above-mentioned path and make the required changes.



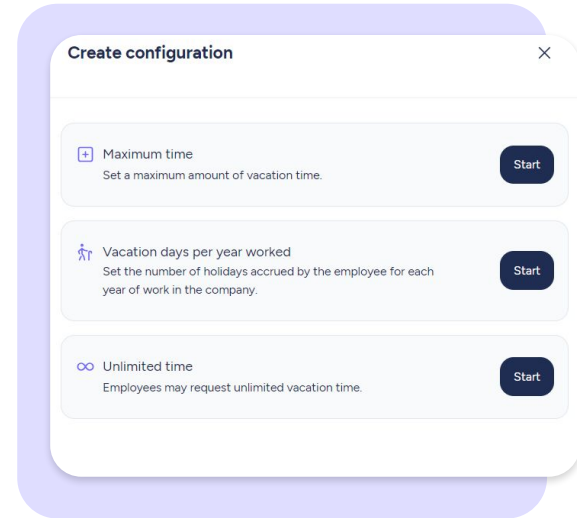
## 2.1 How to set up holidays?

[Configuration](#) >> [Calendars](#) >> [Holidays](#) >> [Create configuration](#)

Choose if you want to set up holidays per maximum time, per days or vacation days per year worked.

### Maximum time:

1. Choose a **calendar name**.
2. **Define** whether holidays are to be used in **days**, half-days or **hours**. If your configuration is in hours, you will be able to activate the setting "**Allow for holiday requests by hours of free choice**".
3. Set the **maximum amount of time** employees can take. You must specify whether it's **calendar or working** days.
4. Set the **expiration date** of the holidays that correspond to that year.



5. Decide if employees can **request more time than the maximum allowed** in the holidays settings.

6. **Restrict certain dates** or periods when employees are not allowed to request holidays.

7. Decide whether to allow holiday requests for **half days**.

8. If the holiday configuration is per hours, you can allow the request of holidays per **hours of free choice**.

9. Decide **when next year's holiday calendar will be made available** so that your employees can start requesting holidays.

**Configuration** (Maximum days) ✕

**General**

Calendar Name \*  Configure holidays in

Holiday count  Maximum days off \*

Configure vacation expiration date

Limit requests to the maximum allowed

Block holiday request

Allow requests for half vacation days according to the schedule

Allow for holiday requests by hours of free choice

---

**Next year's calendar**

When will next year's holiday calendar be available?

[Go back](#) [Create](#)

## Vacation days per year worked:

Set your employees' vacation days according to how long they have been working in your company.

To set up this configuration, employees must have a **contract start date added in Sesame**. Non-configured years take the previous year's vacation.

To allow your employees to use the holidays they accrue during the year in the 18 months following to the date you set up, you can configure:

- **Expiration date:** Set a deadline for holidays to be used.
- **Limit requests** to the maximum allowed.
- **Block holidays requests.**
- **Usage period:** Configure how many months employees can request their holidays from the end of each contract year (Mexico - Federal Labor Law).

**Configuration** (Vacation days per year worked) X

Calendar Name \*  
Holidays 2023

Holiday count  
Working days

Configure vacation expiration date

Date March 5 of the following year

Period 13 months from the completion of each contract year

Limit requests to the maximum allowed

Block holiday request

▶▶ **Next year's calendar**

When will next year's holiday calendar be available?  
January 7 Of the current year

Go back Next

## Vacation days per year worked - Seniority policy

In this step, you will set up how the days in this calendar are generated and assigned:

- **Contract year:** Days are generated and assigned at the end of each contract year.
- **Fiscal year:** Days are generated at the end of each contract year but are assigned on 1st of January of the following year.

In both cases, you need to add the total number of days available per year.

- **Every month:** Days are generated and assigned at the end of each contract month.

If you choose this option, manually add the holiday days per month that belong to this calendar.

**Fiscal year** (dropdown menu)

Days are generated at the end of each contract year but assigned on the 1st of January of the next year.

Set the holidays accrued by the employee according to their time in the company. Employees **must have a contract start date** entered in Sesame. **Non-configured years or months take the previous year's holidays.**

Year: 0 | Total days: 0

+ Add year

---

**Configuration** (Vacation days per year worked) [Close]

**Seniority policy**

How are days generated and assigned?

Every month (dropdown menu)

Days are generated and assigned at the end of each contract month.

Set the holidays accrued by the employee according to their time in the company. Employees **must have a contract start date** entered in Sesame. **Non-configured years or months take the previous year's holidays.**

Year: 0 | 12 vacation days

Month	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Mo
Day(s)	1	1	1	1	1	1	1	1	1	1	

+ Add year

Go back | Next



## Unlimited time:

Using this setting, employees will be able to request unlimited holiday time.

- Set up holidays by hours or days
- Set an expiration date
- Block holiday requests for the whole year or for a period of time of your choice
- Choose a date to enable next year's calendar.

**Configuration (Unlimited time)** X

**General**

Calendar Name \* Configure holidays in

Holidays Day

Configure vacation expiration date

When do unused vacation days expire?

March 5 of the following year

Block holiday request

**Next year's calendar**

When will next year's holiday calendar be available?

January 7 of the current year

Go back Create

## 2.2 How to assign holidays?

To assign holidays, you need to access the **Time off** section.

### Time off>> Assign time off

Once you've accessed, you can select multiple elements:

- **Employee:** Select the employee to whom you want to assign holidays.
- Choose the time off type, in this case **Holidays**.
- Select the **start and end date** of the holiday assignment, i.e. the number of days of holiday that the selected employee is entitled to. Keep in mind that it is mandatory that they have an assigned schedule. If they don't, the system won't be able to calculate holidays. To select the days in the calendar, click on the first day, drag and drop and click again on the last day.
- You have the option to add an **explanatory comment** if you want to.
- Click **Assign** to complete the process.
- On the right side you can see an overview of the assignment and calculation of days in the calendar.

The admin will assign holidays from the Time off view.

The screenshot shows the 'Assign absence' interface. On the left, there are dropdown menus for 'Employee \*' (set to 'Apolo Sesame Testing'), 'Type \*' (set to 'Holidays'), and 'Select start and end date \*' (set to '07/05/2023 - 07/05/2023'). Below these is a calendar for July 2023 with the 5th and 6th selected. An 'Assign' button is at the bottom right of the calendar. On the right, a 'Summary' panel shows 'General' settings for the selected employee, the type 'Holidays', and the date '05/07/2023'. Below that, a 'Calendars' section shows 'Holidays 2023' with '(20 days restantes)', '2 days used', and '1 day selected'.

**Watch out!** Sesame decides from which calendar it will use the employee's holidays and time off. It will always use the oldest calendar available and will switch to the next calendar when all days are used up.

# 3. Time off

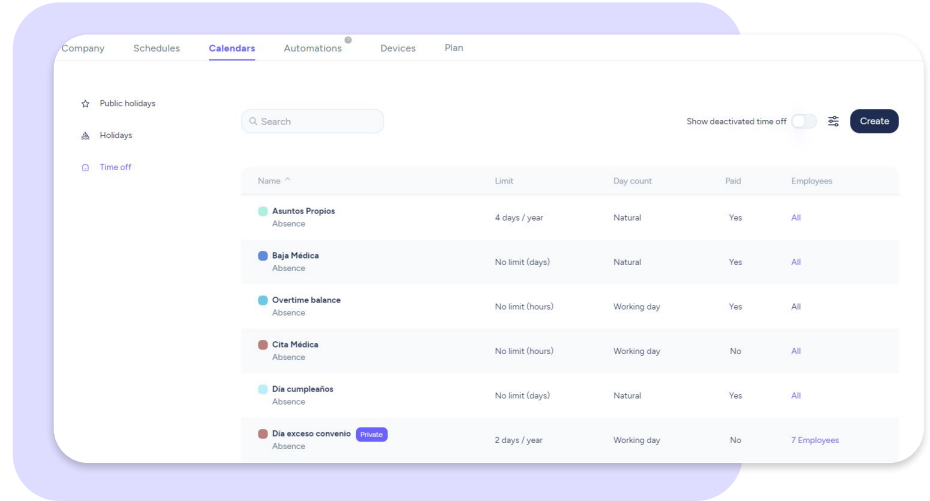
## Configuration >> Calendars >> Time off

There are several reasons why some employees may not be available on certain days or at certain times. This time off need to be managed by the company for correct day-to-day organisation, which is why they are customisable in Sesame.

Sesame differentiates between **leave from work** and **absence**.

Leave from work is defined as any situation that prevents the employee from working for a period of time, whether due to illness, injury, accident, maternity, paternity...

On the other hand, an absence is defined as any leave that the employee can take, such as marriage, days off for personal matters...



## Once you have created time off, there are three actions you can take:

1. **Edit:** Once you have created time off, you will only be able to edit some fields. If you want to edit fields that can't be changed, you'll have to delete the time off and create a new one with the settings you want. These are the fields that you can edit:
  - Approval request.
  - Allow for the attachment of supporting documents.
  - Block time off requests by ranks.
- **Disable:** You'll be able to disable time off. This is a temporary action so that you can retrieve the time off if you need to. In the view of all time off, you'll find a button that shows all the disabled time off, from which you can retrieve the ones you need.
- **Delete:** You can permanently delete an time off.

## 3.1 How to create absences?

### Configuration >> Calendars >> Time off >> Create >> Absence

1. Choose an absence **name** and **colour** to make it easier to find.
2. **Define** whether the absence is to be used in **days or hours**.
3. In both cases you can limit the amount of time this absence can be requested.
4. By activating the 'Limit the time it can be requested' option, you open up the possibility of creating it as a **cumulative time off**, but only if you configure it on an annual basis. You can also configure it on a monthly or quarterly basis. In the latter two cases, the time off is not cumulative.
5. Cumulative time off can be carried over from one year to another (only if they are configured on an annual basis). They can be given an expiration date and you can also set when they're activated for the following year's calendar.

**Create Absence**

1 General 2 Configuration

XXX

Compensate with:

Days  
Employees can only ask for whole days off

Hours  
Employees will be able to make absence requests on specific time slots. They will never be able to request more time in an individual day than what they have set as their default working day.

Limit the amount of time that can be requested

1 Days Year  Cumulative

Cancel Next

Summary

General

Compensate with: Days

Name: XXX

Colour: [orange]

Limit the amount of time that can be requested: 1 days to year

Cumulative time: No

Expiration of accumulated time:

Next year's calendar:

Please remember that **if you make a mistake in the configuration of a time off, there are some fields that cannot be edited!** If you need to edit these fields, you will need to delete the time off and create a new one.

## 3.2 How to set up absences?

[Configuration](#) >> [Calendars](#) >> [Time off](#)>> [Create](#) >> [Absence](#) >> [Next](#)

### Which options can I activate?

**Request for approval.** If this option is enabled, all time off must be approved by the employees assigned as time off validators.

**Paid time off.** If this option is selected, employees who took this time off, whether in hours or days, do not have to make up the time taken. However, if the time off is unpaid, employees must make up for the time taken.

**Set as specific time off.** By activating this option, this time off will automatically require approval, so the first option will be enabled as well. Specific time off are those that cannot be validated by any holiday validator, but can only be accepted by those employees who have been configured as **time off administrators**.

**Allow for attachment of supporting documents.** When employees request this time off, they have the option to attach one or more documents. Users with Time plans don't have access to the document management tool, so they won't be able to see these documents when they are uploaded to the system.

**Block time off according to ranges.** Periods can be set up when employees CANNOT request this time off.

As a new feature, on the right-hand side you can see a **summary** of the configuration you have created.

**Create Absence**

1 General 2 Configuration

**Request for approval**  
Employees will have to request approval. If this option is disabled, employees will be able to self-manage this without needing approval.

**Paid absence**  
Employees are not required to make up the hours corresponding to their day of absence.

**Work days**  
By activating this option, the days of absence will change from calendar days to working days.

**Set as a specific absence**  
To manage them you need to set up an "Absence Administrator" role.

**Block absence requests according to ranges**  
Maximum absence: 40h - 40h - 40h - 40h - 40h - 40h - 40h - 40h - 40h - 40h

**Summary**

**General**

Compensate with: **Days**

Name: **Xxx**

Colour: **Orange**

Limit the amount of time that can be requested: **No**

Cumulative time: **No**

Expiration of accumulated time: **No**

Next year's calendar: **No**

**Configuration**

This request must be approved by a manager: **Yes**

Paid absence: **No**

Marcar como ausencia privada: **No**

Allow attachment of a supporting document: **No**

Block absence requests according to ranges: **No**

**Back** **Create**

## 3.3 How to create leaves from work?

### Configuration >> Calendars >> Time off >> Create >> Leave from work

1. Choose an absence **name** and **colour** to make it easier to find.
2. Decide whether to limit the amount of time that this leave from work can be requested.
3. By activating the 'Limit the time it can be requested' option, you open up the possibility of creating it as a **cumulative time off**. Cumulative time off can be carried over from one year to another. They can be given an expiration date and you can also set when they're activated for the following year's calendar.

**Create leave from work** ×

**1** General **2** Configuration

Name \*

Colour

Limit the amount of time that can be requested

Cancel Next

**Summary**

**General** ^

Compensate with: Days

Name: This field cannot be empty

Colour: [orange]

Limit the amount of time that can be requested: No

Cumulative time: No

Expiration of accumulated time:

Next year's calendar:

## 3.4 How to set up leaves from work?

[Configuration](#) >> [Calendars](#) >> [Create leave from work](#) >> [Next](#)

### Which options can I activate?

**Request for approval.** By activating this option, it'll be mandatory for time off requests to be approved by the employees assigned to this task.

**Paid time off.** If this option is selected, employees who took this time off, whether in hours or days, do not have to make up for the time taken.

**Set as specific time off.** By activating this option, this time off will automatically require approval, so the first option will be enabled as well. Specific time off are those that cannot be validated by any holiday validator, but can only be accepted by those employees who have been configured as time off administrators.

**Allow for attachment of supporting documents.** When employees request this time off, they have the option to attach one or multiple documents. Users with Time plans don't have access to the document management tool, so they won't be able to see these documents when they are uploaded to the system.

**Block time off according to ranges.** Periods can be set up when employees CANNOT request this time off.

As a new feature, on the right-hand side you can see a summary of the configuration you have created.

**Create leave from work** ×

1 General — 2 Configuration

**Request for approval**   
Employees will have to request approval. If this option is disabled, employees will be able to self-manage this without needing approval.

**Set as a specific absence**   
To manage them you need to set up an "Absence Administrator" role.

**Block absence requests according to ranges**   
You can choose the days in which your employees will not be able to request an absence.

**Summary**

**General** ^

Compensate with: Days  
Name: XXX  
Colour: ■  
Limit the amount of time that can be requested: 1 days to year  
Cumulative time: No  
Expiration of accumulated time:  
Next year's calendar:

**Configuration** ^

This request must be approved by a manager: Yes  
Paid absence: Yes  
Flag as private absence: No  
Allow attachment of a supporting document: No  
Block absence requests according to ranges: No

Back Create



## 3.5 How to assign absences?

Admins will have a single view to assign time off and holidays to employees.

Under “**Assign time off**”, admins have the option to choose a type. One of the options is holidays, as explained above. The date(s) to which the time off is to be assigned can then be specified.

The same summary format is maintained on the right-hand side for both the employee's request and the admin's assignment.

**Assign absence** ×

Type \*

Select ▾

- Holidays
- Absence
- Leave from work

Explain the reason for the assignment

Cancel Assign

**Summary**

**General** ^

Selected employee: Zeus Sesame Testing

Type:

Date: 05/07/2023

## 3.6 How to assign leaves from work?

Assigning leaves from work is practically the same as assigning regular absences.

### Time off>> Assign time off

Under "**Assign time off**", you must select the type of absence, in this case, **leave from work**. You'll then be able to select the date(s) for this leave from work.

A summary of the assignment is available on the right-hand side.

## 3.7 How to manage time off and holidays in bulk?

Sesame allows you to manage both time off and holidays in bulk, in case you want to apply the same action to several or even all employees.

Do this by following this path: **Time off>> Manage in bulk**  
You may assign or delete time off and assign or delete holidays.

**Assign absence** ×

Employee \*

Employee

Type \*

Select

Select start and end date \*

05/07/2023

Insert comment

Explain the reason for the assignment

Cancel Assign

Summary

General

Selected employee:

Type:

Date: 05/07/2023

## 3.8 How do my employees request absences and leaves from work?

From the **Time off** section, employees can request any available time off.

### Time off>> Request time off

1. First, they will choose whether they want **Absence** or **Leave from Work** and the specific type.
2. They can then choose the **day(s)** they want to take. When the absence is by hours, it will not be possible to select a range of dates, only a specific day.
3. It's also possible for them to write a **comment** for time off validators if necessary.

Admins will see employee requests to validate them in the **"Requests"** section.

**Request absence** X

Type \*

Select

Select start and end date \*

07/05/2023 - 07/05/2023

Insert comment

Explain the reason for the assignment

Cancel Request

Summary

General

Type:

Date: 05/07/2023

## 3.9 How do my employees request holidays?

From the **Holidays** section, employees can request the days they want to take off.

### Holidays >> Request holidays

1. First, they will choose the type, in this case **Holidays**.
2. They can then choose the **day(s)** they want to take on the calendar.
3. It's also possible for them to write **a comment** for holidays validators if necessary.
4. Admins will see employee requests to validate them in the **"Requests"** section.

**Request holidays** ×

Type \*

Select

Select start and end date \*

07/05/2023 - 07/05/2023

Insert comment

Explain the reason for the assignment

Cancel Request

Summary

General

Type:

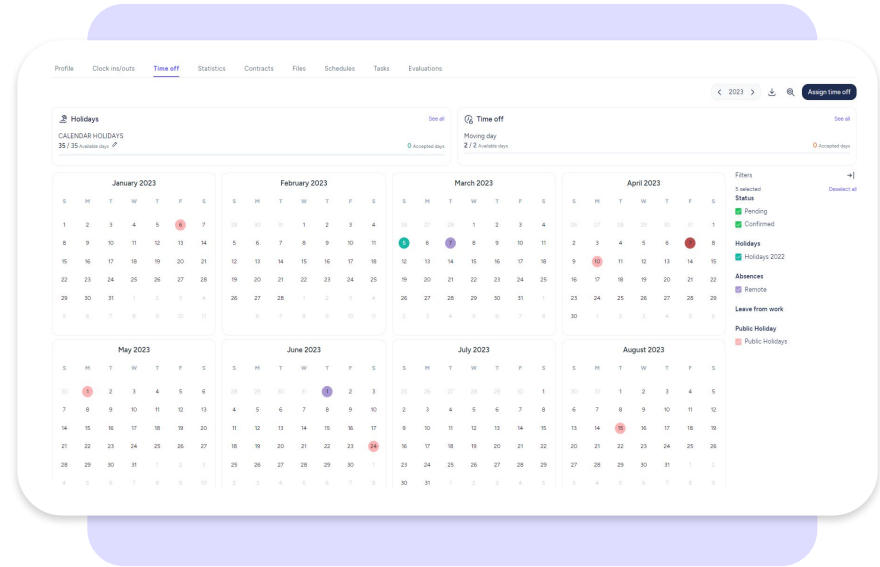
Date: 05/07/2023

## 3.10 What can be requested from Time off?

An employee will see the holidays that correspond to them and only the absences and leave from work that the administrator has previously assigned. In addition, if the employee has pending compensation for any holidays worked or overtime, they must also request these from **Time off**.

In brief, this is everything your employees will be able to request from the Time Off section from now on:

- Holidays
- Absences
- Leave from work
- Public holidays worked
- Overtime balance

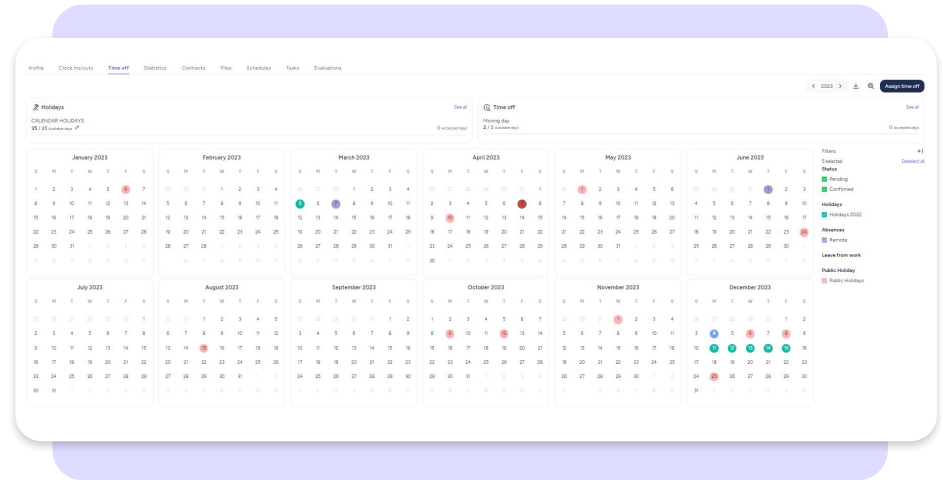


## 3.11. Full calendar view.

Employees will be able to see **all the months of the year** at a glance. They will find in the calendar, differentiated by colours, all the holidays, public holidays, absences, leaves from work...

### Filters and history

Through **filters** and **history** of holidays and time off, the information will be displayed in a more extensive and detailed way.

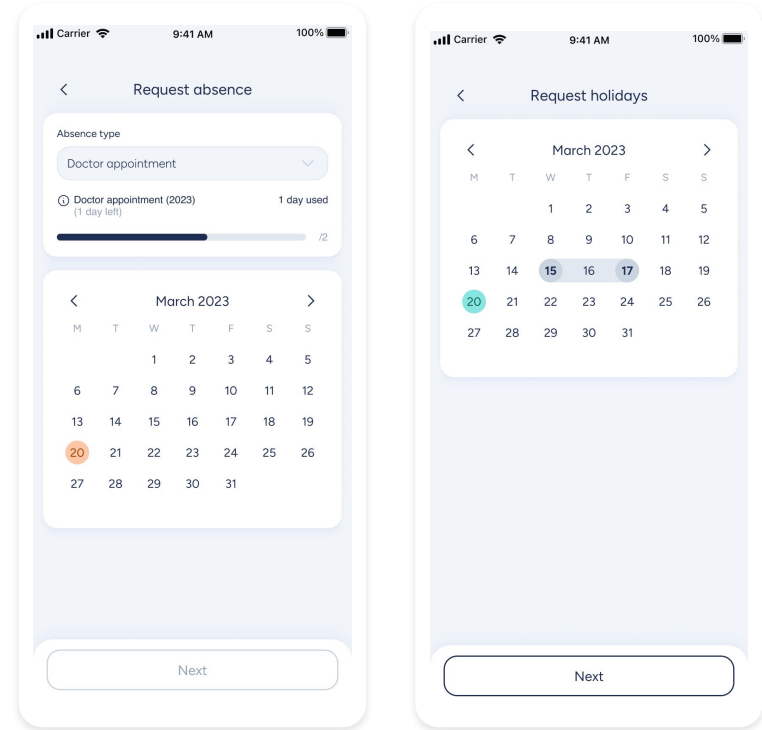


## 4. App

In your Sesame App you can also manage your team's holidays, absences and leaves from work. A much more convenient way to do this is to use your mobile device. However, it is important that both the **creation and configuration of holidays, absences and leaves from work are done from the dashboard on your computer.**

Using the App, your employees will be able to request their time off and you will only have to accept or reject each request.

For more information on how the Sesame App works, click [here](#).



# Grow your company. Empower your team!

Do you still have questions? In our [help center](#) you can find many resolved queries. If that's not enough, we'd love to hear from you!

Contact us, we are just one phone call away: [+34 96 062 73 51](tel:+34960627351).

Email us, we will reply as soon as possible: [soporte@sesametime.com](mailto:soporte@sesametime.com)