

Holiday Manager

Holiday Start	Holiday End	Duration	Remaining
ANNUAL LEAVE	Annual Leave	Add 24	24
BOUGHT	Bought adjustment	Adjust up by 2	26
EBH2011	English Bank Holiday 2011	Adjust up by 0	26
01/01/2011	New Years Day		26
01/02/2011	08/02/2011	Adjust down by 6	20
18/04/2011	24/04/2011	Adjust down by 5	15
22/04/2011	Good Friday		15
25/04/2011	Easter Monday		15
29/04/2011	Royal Wedding		15
02/05/2011	May Day		15
30/05/2011	Spring Bank Holiday		15
18/07/2011	22/07/2011	Adjust down by 5	10

The **DART** Holiday Manager allows you to enrol staff into their company scheme and adjust their entitlement on an individual basis using **DART** holiday supplements method. Holidays can be recorded in days and hours.

Schemes can be set up to automatically calculate holiday entitlement for new starters, leavers and changes in hours.

Additional supplements can be used to make further adjustments to a holiday year entitlement if required.

Examples of the different holiday supplements your organisation might require could be:

- Bought Holiday (increase of annual leave entitlement)
- Brought forward Holiday from next year (increase of annual leave entitlement)
- Sold Holiday (decrease annual leave entitlement)
- Carried over Holiday from last year (increase of annual leave entitlement)
- Bank Holidays