

## Statutory holiday / public holiday

System will according to the gazetted public information update statutory holiday and public holiday information.

To arrange monthly statutory holiday / public holiday, go to Staff > Roster

If staff is using public holiday, can press H next to public holiday.  
 Public holiday of the month will become holiday of the staff

Shirley (008) roster

October, 2018

This month statutory holiday: **H**  
 1-Oct-2018 National Day  
 17-Oct-2018 Chung Yeung Festival  
 Arranged count / Statutory count : 0 / 2 days  
 This year arranged count / This year statutory count : 0 / 11 days

This month arranged working days and hours :  
 29 days / 384.25 hour

This month public holiday: **H**  
 1-Oct-2018 National Day  
 17-Oct-2018 Chung Yeung Festival  
 Arranged count / Public holiday count : 2 / 2 days  
 This year arranged count / This year public holiday count : 2 / 15 days

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	<b>1</b> Public Holiday <b>H</b> National Day (SH) (PH)	<b>2</b> Central   A <b>X</b>	<b>3</b> Central   A <b>X</b>	<b>4</b> Central   A <b>X</b>	<b>5</b> Central   A <b>X</b>	<b>6</b> Central   A <b>X</b>	Edit Pattern
<b>7</b> Central   A <b>X</b>	<b>8</b> Central   A <b>X</b>	<b>9</b> Central   A <b>X</b>	<b>10</b> Central   A <b>X</b>	<b>11</b> Central   A <b>X</b>	<b>12</b> Central   A <b>X</b>	<b>13</b> Central   A <b>X</b>	Edit Pattern
<b>14</b> Central   A <b>X</b>	<b>15</b> Central   A <b>X</b>	<b>16</b> Central   A <b>X</b>	<b>17</b> Public Holiday <b>H</b> Chung Yeung Festival (SH) (PH)	<b>18</b> Central   A <b>X</b>	<b>19</b> Central   A <b>X</b>	<b>20</b> Central   A <b>X</b>	Edit Pattern
<b>21</b> Central   A <b>X</b>	<b>22</b> Central   A <b>X</b>	<b>23</b> Central   A <b>X</b>	<b>24</b> Central   A <b>X</b>	<b>25</b> Central   A <b>X</b>	<b>26</b> Central   A <b>X</b>	<b>27</b> Central   A <b>X</b>	Edit Pattern
<b>28</b> Central   A <b>X</b>	<b>29</b> Central   A <b>X</b>	<b>30</b> Central   A <b>X</b>	<b>31</b> Central   A <b>X</b>				Edit Pattern

Company outside Hong Kong may define their own public holidays.

Go to Staff > Setup > Public Holidays/Statutory Holidays

Click<Edit> or <Delete> the holiday.

Statutory holiday list  
 System default Hong Kong Statutory holiday

Date	Chinese name	English name	Action
1-Jan-2021	一月一日	The first day of January	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
12-Feb-2021	農曆年初一	Lunar New Year's Day	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

New statutory holiday

Date:  /  /

Chinese name:

English name:

Input date, Chinese and English name of the holiday.

Click <Submit> to create holiday.