

KNOWLEDGE BASE ARTICLE

How to Add Public Holidays



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Overview

A public holiday is not a day off that an employee has to request. If a vacation from Monday 9 to Friday 13 November 2026 contains a holiday on Wednesday 11 November, the employee should use four days of the balance, not five. Vitextra **Absence & Coverage** handles this with the optional **Holidays** list on the product site. Every row is a day that is not counted as a working day.

Holidays have three effects:

- they are left out when the working days of a new request are counted;
- they are shaded in the Team Absence Calendar, with the holiday name in the tooltip or in the day cell;
- they appear in the **Upcoming public holidays** block of My Absences.

There is no import of national holiday calendars in this version, so HR enters the days once a year.

Columns of the Holidays list

Column	What to enter
Title	The name of the holiday, for example "Independence Day"
HolidayDate	The day (date only)

Add holidays

- 1 Open the product site and go to **Site contents**.
- 2 Open the **Holidays** list.
- 3 Add a new item for each holiday: type the name in **Title** and pick the date in **HolidayDate**.
- 4 Repeat for every day of the year that should not count as a working day.

One row stands for one day. A holiday that lasts three days needs three rows. A holiday is always a full day; there are no half-day holidays.

Holidays ☆		
Title	HolidayDate ⓘ	+ Add column
Lāčplēsis Day	11/11/2026	
Republic Day of Latvia	11/18/2026	
Christmas Eve	12/24/2026	
Christmas Day	12/25/2026	
Boxing Day	12/26/2026	
New Year's Eve	12/31/2026	
New Year's Day	1/1/2027	

The Holidays list with entries for the end of 2026

Warning

Enter each date only once. Two rows for the same day do not change the counting, but the day may appear twice in the Upcoming public holidays block.

Effect on working days

When an employee fills in a request, every day of the period counts as a working day if its weekday belongs to the working week and the date is not in the **Holidays** list. A holiday inside a vacation is therefore not deducted, and a request that consists only of holidays and weekends has no working days and cannot be submitted. The working week itself is defined in the **Settings** list ([KB10355. How to Set the Working Week](#)); the full counting rules and worked examples are in [KB10326. How Working Days Are Calculated in Absence Requests](#).

Request (Vacation)	Holidays list	Working days
Mon 9 Nov – Fri 13 Nov 2026	none	5
Mon 9 Nov – Fri 13 Nov 2026	Wed 11 Nov	4
Tue 24 Nov – Mon 30 Nov 2026	none	5 (the weekend is not counted)
Sat 14 Nov – Sun 15 Nov 2026	none	0, the request cannot be submitted

The number is calculated when the request is submitted and stored with it. Adding a holiday later does not change the days of requests that already exist, and the balance of the employee stays as it was. If a request has to be corrected, cancel it and submit it again — see [KB10358. Why You Should Edit Absences in the Web Parts and Not in the List View](#).

Note

When the **New absence request** panel counts days, it knows the holidays from 1 January of the year shown in My Absences to 31 December of the following year. Keep at least the current and the next year in the list.

Where holidays are shown

Team Absence Calendar. On the timeline the column of a holiday is shaded and the holiday name is in the tooltip of the day; in the month view the name is written in the day cell. The shading is controlled by the **Show public holidays** option in the property pane of the web part, which is on by default. Turning it off changes only the display; holidays are still left out of the working days.

My Absences. The **Upcoming public holidays** block lists the next four holidays from today. It is controlled by the **Show public holidays** option of the My Absences web part and is hidden when there is nothing to show.

Away today (2)

Alex Wilber • Vacation • until Oct 30, 2026

Joni Sherman • Business trip • until Oct 29, 2026

< Oct 25, 2026 – Nov 7, 2026 >

Today

Timeline

Month

2 weeks

Show requests pending approval

Vacation

Personal day

Remote work

Business trip

Unpaid leave

Away

Pending approval

Employee	Sun 25 Oct	Mon 26	Tue 27	Wed 28	Thu 29	Fri 30	Sat 31	Sun 1 Nov	Mon 2	Tue 3	Wed 4	Thu 5	Fri 6	Sat 7
Alex Wilber		Vacation	Vacation	Vacation	Vacation	Vacation								
Isaiah Langer											Vacation	Vacation	Vacation	
Joni Sherman			Business trip	Business trip	Business trip									

A public holiday on the Team Absence Calendar timeline

Upcoming public holidays

Nov 11, 2026 — Lapčepis Day

Nov 18, 2026 — Republic Day of Latvia

Dec 24, 2026 — Christmas Eve

Dec 25, 2026 — Christmas Day

The Upcoming public holidays block in My Absences

Regional and company days, yearly maintenance

- **Company days.** A day off that applies to the whole company, such as a company anniversary, is entered like any other holiday.
- **Several countries.** The list belongs to the product site, and one site has one set of holidays and one working week. If your locations have different holidays, use a separate product site for each of them and select the matching site in the web parts of that location's pages.
- **Once a year.** Add next year's days before December, so that requests for January are counted correctly. Past rows may stay in the list.
- **Many rows.** Adding a long list is no different from any SharePoint list; use the list features you know for entering many items at once.

Tip

To see how the shaded days look in the calendar, read [KB10341. How to Read the Team Absence Calendar: Colors, Hatching and Marks](#). For all lists of the product, see [KB10351. Absence & Coverage Lists: What Is Stored Where](#).