

Manage your holiday records

You can add all your official holidays here. Added holidays will be displayed here in list format as shown in below attached figure.

The screenshot shows the 'Leave' management interface. The 'Official leave' tab is active. A table lists the following official holidays:

Event	Date	Type
Independence Day	15-08-2021	Full Day
Raksha Bandhan	22-08-2021	Full Day
Krishna Janamashtami	30-08-2021	Full Day
Mahatma Gandhi Jayanti	02-10-2021	Full Day
Dussehra	15-10-2021	Full Day
Deepavali	04-11-2021	Full Day
Govardhan Puja	05-11-2021	Full Day

A callout box points to the 'Official holiday' button in the top right corner of the table area, with the text 'Add Leave here.'