Holiday Setting

Module Guide: Holiday Settings

Module Location

Settings > Production > Holiday Settings

Module Purpose

The **Holiday Settings** module is used to register national holidays, collective leave periods, or other non-production periods into the system calendar. This data is crucial for production planning modules (such as the **Master Production Schedule** - MPS and **Material Requirements Planning** - MRP) to accurately calculate available production capacity and schedule work appropriately.

1. Main View (Holiday List)

The main page displays a list of all holiday dates or periods defined in the system.

View Explanation

- **Filter**: Allows searching for holiday periods by description or date range.
- **Holiday List Table**:
  - **Start Date & End Date**: Shows the holiday date range.
  - **Description**: Notes about the holiday (e.g., "New Year's Day," "Eid al-Fitr Collective Leave").

- **Global**: A checkmark (?) indicates that the holiday applies to the entire company or all work centers. If unchecked, the holiday may apply only to specific sections or work centers.

- **Modified By**: The user who last created or modified the holiday data.

- **Action Buttons**:

  - **New Holiday**: Opens the form to add a new holiday period.

  - **Delete**: Deletes the selected holiday data.

2. Add Holiday Page

This form is used to input information about a new holiday period.

View Explanation

- **Start Date & End Date**: Calendar fields to select the holiday date range. For one-day holidays, set the start and end dates to be the same.

- **Description**: A text area to provide the name or description of the holiday.

- **Global**: A checkbox to indicate if this holiday applies generally to the entire production operation.

- **Action Buttons**: **Save** to store the data and **Cancel** to return.

3. Steps to Add a Holiday

1. From the main page, click the **New Holiday** button.
2. Select the **Start Date** and **End Date** from the calendar.
3. Enter the holiday **Description** (e.g., "Independence Day").
4. Check the **Global** box if the holiday applies to all production lines.
5. Click **Save**.

4. Integrated Workflow & Business Process

- **Production Capacity Planning**: This is the most fundamental integration. The planning system will automatically exclude the dates registered in this module when calculating the total available machine hours or working hours in a period. Without this data, the system would assume the plant operates 24/7, leading to unrealistic planning.
- **Work Order Scheduling**: When the scheduling module creates a production schedule, it will "skip" holiday dates. For example, if a job requires 3 days and starts on a Friday, and the following Monday is a holiday, the system will schedule the job to finish on Wednesday, not Tuesday.
- **Lead Time Calculation**: The lead time for procurement or production calculated by the system will also consider holidays, providing more accurate estimated arrival or

completion dates.

5. Tips & Important Notes

- It is very important to enter all holidays (national, local, and company collective leave) at the beginning of the year or as soon as the official schedule is released to ensure accurate production planning throughout the year.

- Pay attention to the use of the **Global** checkbox. If there are certain departments or work centers that continue to operate on public holidays (e.g., maintenance or utility teams), then holiday settings for them may need to be created separately (non-global).

- The management of this module should ideally be the responsibility of the HR or PPIC (Production Planning and Inventory Control) department, which has valid information regarding the company's work calendar.

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