

Use our "Vacation schedule template" to schedule vacations for your organization's employees for the whole selected year.

The first setting of the table is to select the year you create and track the vacation schedule from the drop-down list.

Choose first month to display	April ▼	May
Choose year	2022 ▼	

The chart on the template can display only 2 months at a time, so to select the period you want to view, you need to

select the first (out of two) months of the range from the drop-down list in the first cell. The second month will be determined automatically.

By default, the table is designed for 30 company employees, but you can delete or add the required number of rows if necessary.

Employee name	1-st time		2-nd time		3-rd time	
	Start Date	End Date	Start Date	End Date	Start Date	End Date
Employee 1	25-Oct	10-Nov	15-Dec	23-Dec		
Employee 2	20-Jan	26-Jan	20-Apr	25-Apr	5-Aug	15-Aug
Employee 3	14-Oct	21-Oct	26-Dec	31-Dec		
Employee 4	7-Aug	19-Aug	7-Aug	15-Aug	5-Nov	13-Nov
Employee 5	3-Apr	14-Apr	2-Jul	11-Jul		
Employee 6						

For each employee, there are fields for three vacation periods (for cases when the vacation is taken fractionally).

Record for each employee the start and end dates of the vacation in the appropriate columns "Start Date" and "End Date". At the end of

the table, you will see the total number of days spent on vacation during one calendar year for each employee.

On the right side on the graph, you will see these dates appear in green if the vacation dates match the selected range of months to display. An example is on the screenshot.

Employee name	Start Date	End Date	Start Date	End Date	Start Date	End Date	1-Apr	2-Apr	3-Apr	4-Apr	5-Apr	6-Apr	7-Apr	8-Apr	9-Apr	10-Apr	11-Apr	12-Apr	13-Apr	14-Apr	15-Apr	16-Apr	17-Apr	18-Apr	19-Apr	20-Apr	21-Apr	22-Apr	23-Apr	24-Apr	25-Apr	26-Apr
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Weekends are displayed in pink on the graph.

To the right of the graph, you will see the final table for the calendar year.

The table counts vacation days only within the current year (from January 1 to December 31).

Total vacation for 2022 year		Working days
Employee 1	24 days	20 days
Employee 2	21 days	16 days
Employee 3	12 days	11 days
Employee 4	28 days	21 days
Employee 5	20 days	15 days
Employee 6	0 days	0 days

In the first column, you will see the total value with weekends; in the second column - minus weekends, only the number of working days.