Company Holiday Setup Examples

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Common Company Holiday Configurations

Example 1: Standard Federal Holidays Plus Company Days

Your Company (MLK Day + Presidents Day + Company extras):

```powershell
# Step 1: Add all standard federal holidays
.\Manage-CompanyHolidays.ps1 -Action GenerateStandard -Year 2025

# Step 2: Add company-specific holidays
.\Manage-CompanyHolidays.ps1 -Action AddCompanyHolidays -Year 2025 -CompanyHolidays @("DayAfterThanksgivi

# Step 3: Verify the setup
.\Manage-CompanyHolidays.ps1 -Action List
```

Result: Your employees get:

- New Year's Day (federal)
- **Martin Luther King Jr. Day** (federal) ✅
- **Presidents Day** (federal) ✅
- Memorial Day (federal)
- Independence Day (federal)
- Labor Day (federal)
- Columbus Day (federal)
- Veterans Day (federal)
- Thanksgiving (federal)
- **Day After Thanksgiving** (company) ✅
- **Christmas Eve** (company) ✅
- Christmas Day (federal)

Example 2: Minimal Federal Holidays

Company that only observes major holidays:

```powershell
# Add only core federal holidays
$coreHolidays = @("NewYearsDay", "MemorialDay", "IndependenceDay", "LaborDay", "Thanksgiving", "ChristmasDay")
.\Manage-CompanyHolidays.ps1 -Action GenerateStandard -Year 2025 -IncludeHolidays $coreHolidays
```

Example 3: Tech Company with Floating Holidays

Company with standard holidays plus floating personal days:

```powershell
# Standard federal holidays
.\Manage-CompanyHolidays.ps1 -Action GenerateStandard -Year 2025

# Add company shutdown days
.\Manage-CompanyHolidays.ps1 -Action Add -HolidayDate "2025-12-24" -HolidayName "Christmas Eve" -HolidayType
.\Manage-CompanyHolidays.ps1 -Action Add -HolidayDate "2025-12-31" -HolidayName "New Year's Eve" -HolidayTyp
.\Manage-CompanyHolidays.ps1 -Action Add -HolidayDate "2025-12-30" -HolidayName "Company Shutdown Day 1"
.\Manage-CompanyHolidays.ps1 -Action Add -HolidayDate "2025-12-31" -HolidayName "Company Shutdown Day 2"
```

Example 4: International Company

Company with religious and cultural holidays:

```powershell
# Federal holidays
.\Manage-CompanyHolidays.ps1 -Action GenerateStandard -Year 2025

# Religious holidays
.\Manage-CompanyHolidays.ps1 -Action AddCompanyHolidays -Year 2025 -CompanyHolidays @("GoodFriday")

# Cultural holidays
.\Manage-CompanyHolidays.ps1 -Action Add -HolidayDate "2025-06-19" -HolidayName "Juneteenth" -HolidayType cu
.\Manage-CompanyHolidays.ps1 -Action Add -HolidayDate "2025-10-31" -HolidayName "Diwali" -HolidayType cultura
```

Removing Unwanted Holidays

Companies that Don't Observe Columbus Day

```powershell
# Generate standard holidays first
.\Manage-CompanyHolidays.ps1 -Action GenerateStandard -Year 2025

# Remove Columbus Day
.\Manage-CompanyHolidays.ps1 -Action Remove -HolidayDate "2025-10-14"
```

Companies with Different Presidents Day Policy

```powershell
# If your company calls it "Washington's Birthday" or doesn't observe it
.\Manage-CompanyHolidays.ps1 -Action Remove -HolidayDate "2025-02-17"
.\Manage-CompanyHolidays.ps1 -Action Add -HolidayDate "2025-02-22" -HolidayName "Washington's Birthday" -Hol
```

Working Days Impact Examples

Before Holiday Configuration

```
Pay Period: Aug 2-15, 2025
Working Days: 10 (excludes weekends only)
```

After Holiday Configuration

```
Pay Period: Aug 2-15, 2025
Working Days: 10 (no holidays in this period)

Pay Period: Aug 30 - Sep 12, 2025
Working Days: 9 (excludes Labor Day on Sep 2)
```

Annual Holiday Setup Workflow

Beginning of Year Setup

```powershell
```

```
# 1. Generate next year's federal holidays
.\Manage-CompanyHolidays.ps1 -Action GenerateStandard -Year 2026

# 2. Add your company-specific holidays
.\Manage-CompanyHolidays.ps1 -Action AddCompanyHolidays -Year 2026 -CompanyHolidays @("DayAfterThanksgivi

# 3. Add any custom company days
.\Manage-CompanyHolidays.ps1 -Action Add -HolidayDate "2026-07-03" -HolidayName "Independence Day Eve" -Hol

# 4. Remove any holidays your company doesn't observe
.\Manage-CompanyHolidays.ps1 -Action Remove -HolidayDate "2026-10-13"  # Columbus Day

# 5. Verify the final calendar
.\Manage-CompanyHolidays.ps1 -Action List
```

Holiday Templates Available

Federal Holidays (Automatically Calculated)

- **NewYearsDay** - January 1
- **MLKDay** - 3rd Monday in January
- **PresidentsDay** - 3rd Monday in February
- **MemorialDay** - Last Monday in May
- **IndependenceDay** - July 4
- **LaborDay** - 1st Monday in September
- **ColumbusDay** - 2nd Monday in October
- **VeteransDay** - November 11
- **Thanksgiving** - 4th Thursday in November
- **ChristmasDay** - December 25

Company Holiday Templates

- **DayAfterThanksgiving** - Day after Thanksgiving
- **ChristmasEve** - December 24
- **NewYearsEve** - December 31

Religious Holiday Templates

- **GoodFriday** - Friday before Easter

- **EasterMonday** - Monday after Easter

Validation Commands

Check Holiday Coverage for Pay Periods

```powershell
# After setting up holidays, verify they're properly configured
.\Update-PayPeriodsConfig.ps1 -Action Show

# Check specific period working days
# (Open time tracker and select period to see working days calculation)
```

Preview Before Applying

```powershell
# Use -WhatIf to preview changes
.\Manage-CompanyHolidays.ps1 -Action GenerateStandard -Year 2025 -WhatIf
```

Troubleshooting Common Issues

Working Days Seem Wrong

1. **Check holiday list**: `.\Manage-CompanyHolidays.ps1 -Action List`
2. **Verify dates**: Ensure holiday dates are correct
3. **Check period overlap**: Confirm holidays fall within pay period dates

Holiday Not Showing in Time Tracker

1. **Refresh browser**: Hard refresh (Ctrl+Shift+F5)
2. **Check config loading**: Look for green "Pay periods loaded successfully" message
3. **Verify JSON format**: Config file must be valid JSON

Holiday on Wrong Date

```powershell
```

```
# Remove incorrect date
.\Manage-CompanyHolidays.ps1 -Action Remove -HolidayDate "2025-02-17"

# Add correct date
.\Manage-CompanyHolidays.ps1 -Action Add -HolidayDate "2025-02-18" -HolidayName "Presidents Day (Observed)" -
```

Best Practices

1. Plan Ahead

- Set up holidays for the entire fiscal year
- Review and update quarterly
- Coordinate with HR and payroll teams

2. Document Your Choices

- Keep a record of which holidays your company observes
- Note any custom dates or substitutions
- Share configuration with admin team

3. Test Working Days Calculations

- Verify working days counts make sense
- Check periods with multiple holidays
- Confirm weekend exclusions work properly

4. Regular Maintenance

- Add new year holidays in December
- Remove outdated holiday entries
- Update for any policy changes

These examples should cover most common company holiday scenarios. For unique requirements, use the custom Add action with specific dates and names.