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Holidays

The holiday register contains the Estonian public holidays and shortened working days. Directo adds the holidays to the register itself several years in advance, so you do not need to fill in or update them.

You can find the holiday register in the menu `Settings → Personnel Settings →` **`Holidays`**.

Register columns

NO - the number of the holiday in the register.
Date - the date of the holiday.
Name - the name of the holiday, for example `Midsummer Day` or `Christmas Eve`.
Previous shortened - by how many hours the working day before the holiday is shorter. For example, the row of Christmas Eve (24.12) shows 3, which means that 23.12 is a working day that is 3 hours shorter.

Where Directo uses holidays

Based on the holiday register, Directo automatically calculates:

- **standard hours** - public holidays are not working days, and the shortened working day before a holiday has fewer standard hours;
- **the Working Schedule** - public holidays are marked in the Working Schedule, and Directo uses them to calculate the hours worked on public holidays;
- **holiday days** - if a public holiday falls within a holiday, the holiday is extended by that day;
- **the average wage** - the holidays are shown in the **Averages** view of the Wage Report.

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