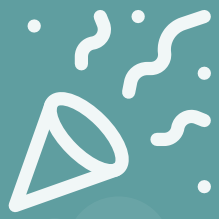
Fube

GUIDE

How to set up your company's public holidays and work calendar



How to set up your company's public holidays and working calendar

> There is one assumption that ruins the first month of time tracking in Fube: believing that the working calendar is already set up. It isn't. **Fube starts without a single public holiday**, and until you create them, Christmas Day is a working Tuesday like any other: everyone ends up with an eight-hour shortfall, and anyone who clocks in that day doesn't generate a single hour of overtime.

This guide is for the administrator or HR manager who is setting up time tracking and wants to get the whole year sorted in one sitting. It takes fifteen minutes once a year, and it is what makes balances and annual leave add up on their own afterwards.

Before you start

- **Time tracking enabled.** The time tracking and HR module is included in the Business and Elite plans; you'll find the breakdown under pricing.
- **The official calendar for your autonomous community and your municipality**, which is where you'll copy the dates from. Fube doesn't import them from anywhere: you enter the national, regional and local public holidays yourself.
- **Do it before the period starts**, not afterwards. Daily balances are calculated in the early hours for the previous day, and creating a public holiday today **does not go back** and recalculate days that have already been closed. You'll see this in detail in step 4.

Step 1 — Open the calendar and check that it's empty

Go to **Team > Time tracking > Public holidays**.

If it's your first time, you'll see the message **'No public holidays yet. Adding them completes the work calendar.'** It isn't an error or a view that hasn't loaded yet: it's the real state. **There is no base calendar underneath**, neither national nor regional, to which you add exceptions. What you see on that screen is exactly what you have created, and nothing more.

The list isn't limited to the current year either: it shows **all** the public holidays you have added, sorted by date, whatever year they belong to.

Step 2 — Add each public holiday

Click **Add public holiday** and fill in the form. There are four things, and only two of them actually decide anything:

Name and date are the required fields. The name is the label you'll see in the list ('Constitution Day', 'San Isidro'); the date is the specific day. The description is optional and is useful for noting where the public holiday comes from, which you'll be grateful for a year from now.

'Repeats every year' is ticked by default. This is the checkbox that most people get the wrong way round, and it's worth stopping on it for a moment:

How you leave it	How Fube looks it up afterwards
Ticked (the default)	By **day and month**: 25 December will be a holiday every year, without you having to touch anything again
Unticked	By **full date**: only that 3 April in that specific year

So the practical rule is the opposite of what it seems: **you save fixed-date public holidays as they are**, and **you must remember to UNTICK the movable ones**. If you leave Maundy Thursday with the box ticked, Fube will treat it as a permanent public holiday on that date and next year it will declare some random day in April a non-working day.

Movable dates, so you don't miss any: Maundy Thursday and Good Friday, Easter Monday where it is celebrated, Corpus Christi, and patron saint days that are moved to the Monday.

A public holiday is always a full day. For balances and annual leave, the whole day is a non-working day. If what you want is an afternoon closure, such as on 24 or 31 December, a public holiday isn't the right tool: adjust that week's schedule or record it as a half-day absence.

Step 3 — Set up the whole year, with one important caveat

The easy way is to sit down once and enter all fourteen: the national ones, the two regional ones and the two local ones for your municipality. Two warnings that will save you surprises:

Only one public holiday per date. Fube doesn't allow two public holidays on the same day in the same company. If you get an error when saving, you already have one created on that date.

There is a single calendar for the whole company. There are no public holidays per workplace or per autonomous community: the public holiday is linked to the company, full stop. If you have staff in Madrid and in Seville, the regional and local public holidays of both can't coexist properly in the same calendar, and you'll have to decide: either you load only the common core —the national ones— and treat the rest as absences, or you load the calendar of the workplace where most of your staff are and correct the other's balances by hand. This is a real limitation of the product and it's best to know about it before setting it up, not afterwards. You'll find the module details in **public holidays and working calendar**.

Step 4 — Check what changes when the day arrives

A correctly set up public holiday does four things, and all of them happen in the early hours, not at the moment you save it:

- **That day's daily balance drops to zero scheduled hours.** Nobody builds up a shortfall for not clocking in on Christmas Day.

- **That day is not deducted from holiday entitlement.** If someone requests 24 to 31 December, the 25th and the 1st don't use up their balance: the holiday day count skips public holidays just as it skips weekends. This is the main reason why the calendar has to be loaded **before** you approve anyone's holiday.
- **Anyone who clocks in on that day generates an incident** of the type *Clock-in on public holiday*, with low severity, for you to review.
- **Anything worked on that day counts as hours worked, but not as overtime**: it doesn't go into the hours bank or use up the legal cap of 80 hours a year. The incident explains this, and whoever reviews it decides whether those hours are paid or compensated with time off. If you'd rather they counted as overtime, turn on **Work on public holidays and absences** on the **Overtime rules** screen: then everything clocked on that day is overtime, goes into the bank with its rule's multiplier and uses up the cap. Fube **does not apply any collective agreement premium** for it being a public holiday: the multiplier is the rule's, not the day's.

And none of the four is retroactive. The previous day's balances are calculated at 02:00 and incidents at 03:00; creating the public holiday once the day has passed doesn't touch what was already closed. If you're late, you'll have to correct the affected balances by hand.

Edge cases and common mistakes

- **Easter shows up again next year.** You saved it with ‘Repeats every year’ ticked. Open it, untick it, and create the new year's one with its date.
- **A public holiday that falls on a Sunday and is moved to the Monday.** Create the public holiday on the Monday that is taken off, unticked (because the move doesn't repeat), and leave the Sunday alone: it's already a non-working day according to the schedule.
- **A bridge day decided by the company.** It's just another public holiday: name, date and no repetition. There's no separate type for this.
- **You loaded the calendar mid-year.** Months already closed aren't recalculated automatically. Check the balances for public holidays that have already passed and adjust them with a justified correction.

- **Someone had holiday approved before the public holiday existed.** The day count was done with the calendar as it was then. Review that request if the public holiday falls within it.

Frequently asked questions

Does Fube come with national public holidays preloaded?

No. The table starts empty and there's no seeding or automatic download from the BOE. You create all public holidays yourself, including national ones.

Are public holidays deducted from holiday entitlement?

Quite the opposite: **they don't use it up**. If a public holiday falls within a holiday period, that day isn't deducted from the balance, just as weekends aren't. You'll find the details in the guide on **team holidays and absences**.

Can I have different calendars for each workplace?

No. There's a single calendar per company. If you have workplaces in different regions, you'll have to choose a common calendar and handle the differences another way.

Can I mark a half-day public holiday?

No. A public holiday always counts as a full day in working hours, balances and holidays. For an afternoon closure, adjust that week's schedule or record it as a half-day absence.

What happens if I delete a public holiday?

It stops being a non-working day from the next overnight calculation. Balances for days already closed aren't redone automatically.

Set up the year and forget about it

The work calendar is one of those things that takes a lot of work the first time and none afterwards: fixed public holidays stay in place for good and you only come back each December to add the four or five that move. In return, balances no longer show false shortfalls and holidays are counted automatically. You can see how it fits with the rest of the module in **time tracking and HR** or **create your account** to start setting it up.

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