

# 06

## Public Holidays

Odoo 19 Enterprise - Time Off

Public holidays are configured once and automatically excluded from leave day calculations company-wide.

### 1 Configure public holidays

[Time Off](#) -> [Configuration](#) -> [Public Holidays](#)

Create public holiday records for each gazetted holiday in your state and industry. Malaysian national public holidays to add each year: New Year, Chinese New Year (2 days), Federal Territory Day (KL), Hari Raya Aidilfitri (2 days), Labour Day, Vesak Day, Yang di-Pertuan Agong Birthday, Hari Raya Aidiladha, Merdeka Day, Malaysia Day, Deepavali, Christmas Day.

**State-specific holidays** -> Different Malaysian states have different public holidays -> Agong's birthday varies, and state rulers' birthdays and state-specific holidays differ. If your company operates across multiple states, create a public holiday record per state and assign it to employees in that state.

### 2 Assign holidays to employees

Public holidays can be assigned by company, state, or individually. In the public holiday record, set the Company field. When leave is requested on a public holiday, Odoo automatically excludes those days from the leave count -> a 3-day leave spanning a public holiday is counted as 2 days leave, not 3.