# adding bank holidays to coolcare.

This guide will enable the user to create statutory holidays within the annual calendar for your care home across the UK. It is worth noting that not all statutory holidays apply to all countries within the UK, therefore we recommend you check before making amendments.
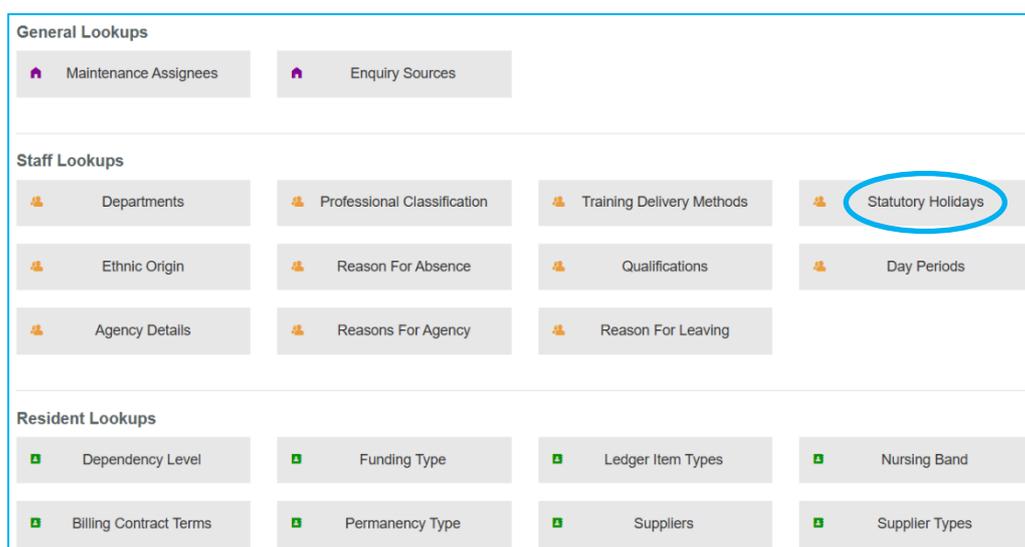
statutory holidays lookup.

To insert a new Statutory Holiday within CoolCare, you need to utilise the Lookups:

- Select your name in the top right corner of CoolCare
- Click to open the system menu
- Select **Lookups** from the list
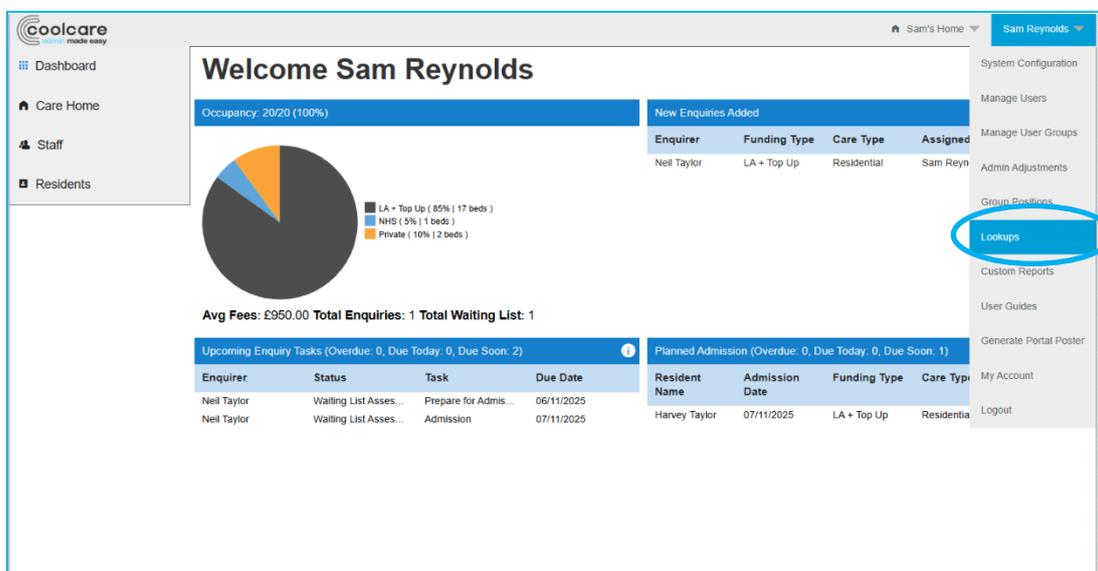
In the lookups page, select **Statutory Holidays** under **Staff Lookups**.

This will open your statutory holidays lookup list and will have a list of previous bank holidays. To add a new one, press the **+Insert** button at the top of the list.

Fill out the details required to create the statutory holiday:

- **Date –** Date of the bank holiday
- **Description –** The bank holiday's name (e.g. Christmas, easter, new year etc.,)
- **Special Pay Code –** How staff are paid for working on this day (please see below). If staff would not be paid any differently, use *Standard Hours*
- **Geolocations** – If the bank holiday only applies to a certain region of the UK, you can select it here. That way, only homes within the region will use it as a bank holiday
- Once all information is filled in, click **Save** to create the bank holiday

The **Special Pay Code** is used to determine what pay code or pay rate is used for that specific bank holiday (day). This information links to the staff position and the associated rates for such days of the year. For example, if you pay your staff a higher rate for working Bank Holidays, this will be set on their Staff Position in CoolCare. The code you assign to the statutory holiday will correlate to the information held on the staff position.

Please Note: For more information on pay rates/codes and how they relate to bank holidays, please see our *Complete Payroll* Guide.