## Public Holidays 2020 - Zambia



Importing the public holidays to the leave calendar (leave module only)

## Zambia Public Holidays for 2020

•	01 January	New Year's Day
•	09 March	Women's Day
•	12 March	Youth Day
•	10 April	Good Friday
•	11 April	Holy Saturday
•	13 April	Easter Monday
•	01 May	Labour Day
•	25 May	African Utility Day
•	06 July	Heroes' Day
•	07 July	Unity Day
•	03 August	Farmers' Day
•	19 October	National Prayer Day
•	24 October	Independence Day
•	25 December	Christmas Day

Please click <u>here</u> to download a copy of the Zambia public holiday file for 2020. Save the **Zambia2020publicholidays.csv** file to your desktop.

From the main menu, select the following:

Leave
Copy Calendar
Import Calendar
Type '2020' under the Calendar Year
Under the 'To Company' block, select the companies to update
Ensure that the 'Selected' column reflects as 'Yes', after entering the password
Browse to the desktop to locate the Zambia2020publicholidays.csv file and then 'Import'

Access each Zambia company and ensure that the 2020 public holidays have been updated correctly.

NB. The 2020 public holidays above are subject to change should official changes be announced.