2027 holiday calendar checklist

Vacation Tracker

vacationtracker.io/blog/holiday-calendar-multiple-locations/

Before December

- [ ] List every office and remote work location.
- [ ] Split locations where regional holidays differ.
- [ ] Load each location's official 2027 holiday dates.
- [ ] Record weekend replacements against the original holidays.
- [ ] Decide which extra company days each office gets.

Before January 1

- [ ] Assign employees to the correct location calendar.
- [ ] Set workweeks and individual schedule exceptions.
- [ ] Decide whether US offices close on Friday, December 31, and add it to the 2027 calendar if they do.
- [ ] Arrange coverage for shared teams during local closures.
- [ ] Publish calendars in the tools employees use.
- [ ] Name the calendar owner for each location.

During the year

- [ ] Update assignments when employees change work location.
- [ ] Announce changes to holiday dates or company closures.
- [ ] Schedule the next annual calendar review for autumn.