Non-Working Days

Contents

1 Non-Working Days

The non-working days functionality is complicated, especially for Good Friday.

The changes will be required in several processes (such as depot sweep, scheduling engine, imports, Paragon strategic imports, etc) and will comprise the following:

- Allow for Non-working Days for a country, depot and route.
- Allow exceptions to non-working days through exceptions against specific routes.

Non-working days affect many processes within CTMS, such as:

- Scheduling Engine
- Imports
- Carrying forward
- Paragon Strategic Imports
- Depot Sweep

The process allows for

- Non-working Days for a country, depot and route.
- Exceptions to non-working days.

These processes and how they operate are very much dependent on which of these processes you have configured (especially Scheduling Engine). This guide is intended to show you all of the configuration that you can apply that affects the calculation of whether a day is considered a working day.

1.1 Example

A non-working day can be specified for a country in the ?Non Work? tab page and they are usually setup for public holidays.

An exception to the non-working day in the country can be specified in the ?Working Day Exception? tab page.

Additionally, a non-working day can be specified for a depot and a route within the country.

Usually, the non-working day is assessed by the appropriate level:

1. Country
2. Depot
3. Route

A non-working day for a country will apply to all depots and routes and a non-working day for a depot will apply to all its routes.

Non-working days are also assessed by country, depot and route to set a non-working day or to override a non-working day that has been set at a higher level.

This functionality is relevant for countries that have different public holidays for their states or constituent countries.

For example, the country code ?GB? applies to the ?United Kingdom of Great Britain and Northern Ireland?, but there are different public holidays for Scotland and Northern Ireland.

The depots and routes for these countries may be active or inactive on these days.

An example of how the non-working days will be assessed is below.

- Birmingham is an example of a depot in GB, which is not used for routes for Scotland and Northern Ireland.
- Warrington is an example of a depot in GB, which is also used for routes for Scotland and Northern Ireland.
- Newcastle is an example of a depot in GB, which can be served by Middlesbrough.
- Eurocentral is an example of a depot in GB, which is used for Scotland.

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The rows in italics will not need to be setup because they are included here just to indicate a result.

Date	Depot	Country	Exception	Depot	Route	Bank Holiday Runs	Non-Working Day?
01/01/2025	All	Yes	No				Yes
02/01/2025	*Birmingham*	*No*	*No*				*No*
02/01/2025	*Warrington*	*No*	*No*		*(non-trunk to Scotland)*		*No*
02/01/2025	Warrington	No	No		Inc (trunk to Scotland)		Yes
02/01/2025	Eurocentral	No	No	Inc			Yes
17/03/2025	*Warrington*	*No*	*No*		*(non-NI)*		*No*
17/03/2025	Warrington	No	No		Inc (trunk to and deliver in NI)		Yes
18/04/2025	Birmingham	No	No			Yes	No
18/04/2025	Middlesbrough	No	No			Yes	No
18/04/2025	Newcastle	No	No	Inc			Yes
18/04/2024	*Eurocentral*	*No*	*No*				*No*
21/04/2025	All	Yes	No				Yes
05/05/2025	All	Yes	No				Yes
26/05/2025	All	Yes	No				Yes
14/07/2025	*Warrington*	*No*	*No*		*(non-NI)*		*No*
14/07/2025	Warrington	No	No		Inc (trunk to and deliver in NI)		Yes
04/08/2025	*Birmingham*	*No*	*No*				*No*
04/08/2025	Eurocentral	No	No				Yes
25/08/2025	Birmingham	Yes	No				Yes
25/08/2025	Eurocentral	Yes	No	Exc			No
01/12/2025	Eurocentral	No	No				
24/12/2025	*All*	*No*	*No*				*No*
24/12/2025	All	No	No		Inc (P routes)		Yes
25/12/2025	All	Yes	No				Yes
26/12/2025	All	Yes	No				Yes
31/12/2025	*All*	*No*	*No*				*No*
31/12/2025	All	No	No		Inc (P routes)		Yes

💡 **Note:** that the ?Bank Holiday? routes will be active only on public holidays as specified for the depot.

1.2 Configuration

1.2.1 System Parameters

General non-working days for al depots in the network are set in the following system parameter:

| Parameter	Description	Level
CAL_WORKING_DAY_MAP	Defines which days of the week are being worked - Sunday to Saturday, Y or N.	SYSTEM
CAL_WORKING_DAY_MAP	Defines which days of the week are being worked - Sunday to Saturday, Y or N.	COST_CENTRE

1.2.2 Countries

Country wide non-working days are defined using the ?Non Work? tab page:

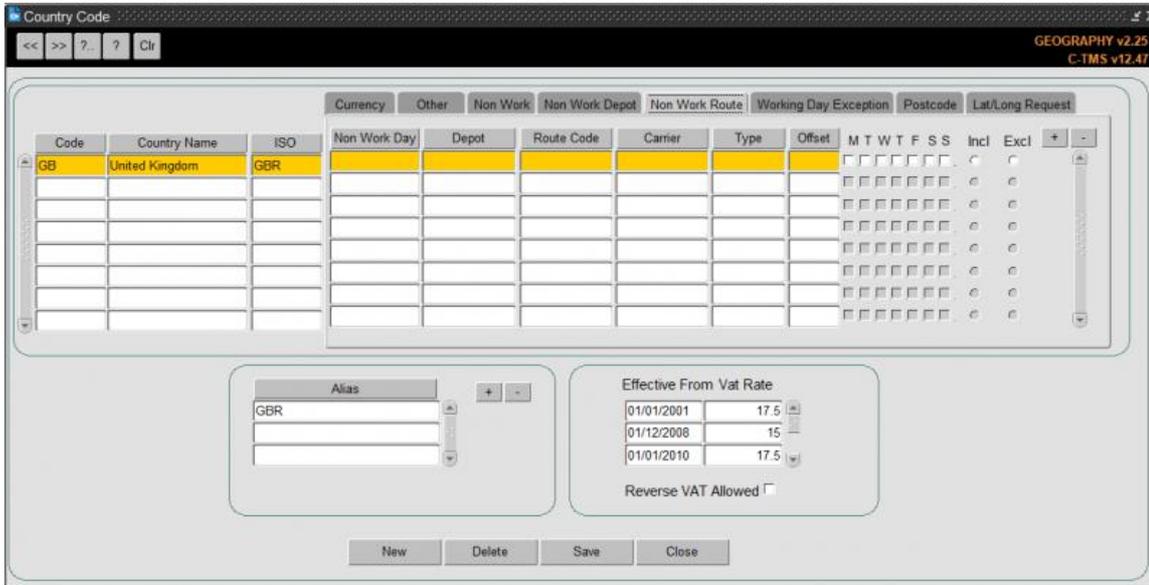Ready for **What's Next, Now**™

»»»»»
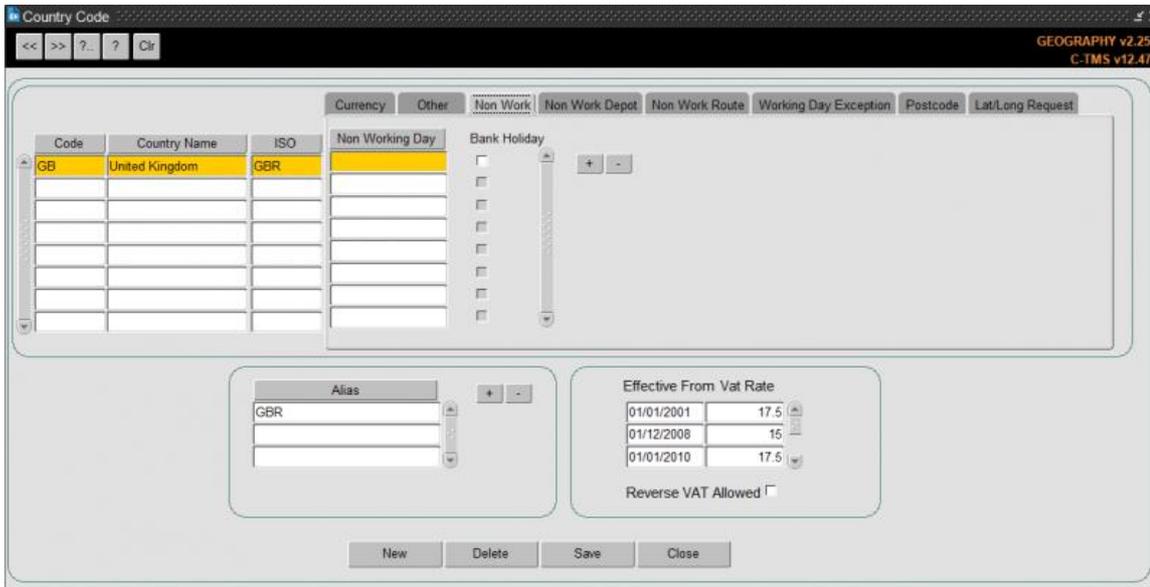
Depot-specific non-working days are defined using the ?Non Work Depot? tab page:
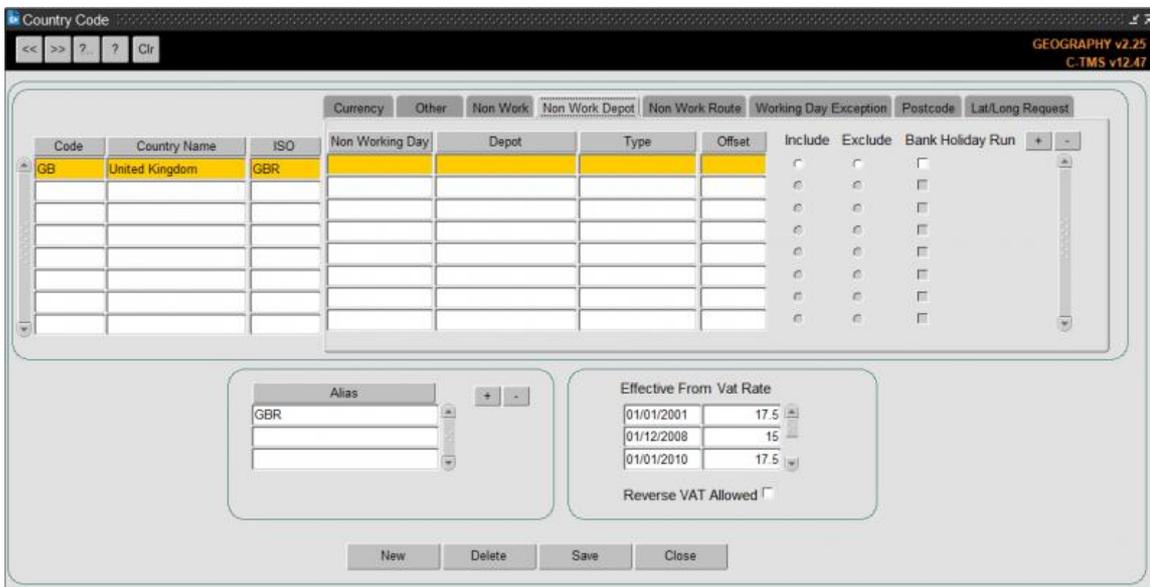
Non-working days for a route are defined using the ?Non Work Route? tab page:

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Working-day exceptions are defined using the ?Working Day Exception? tab page:
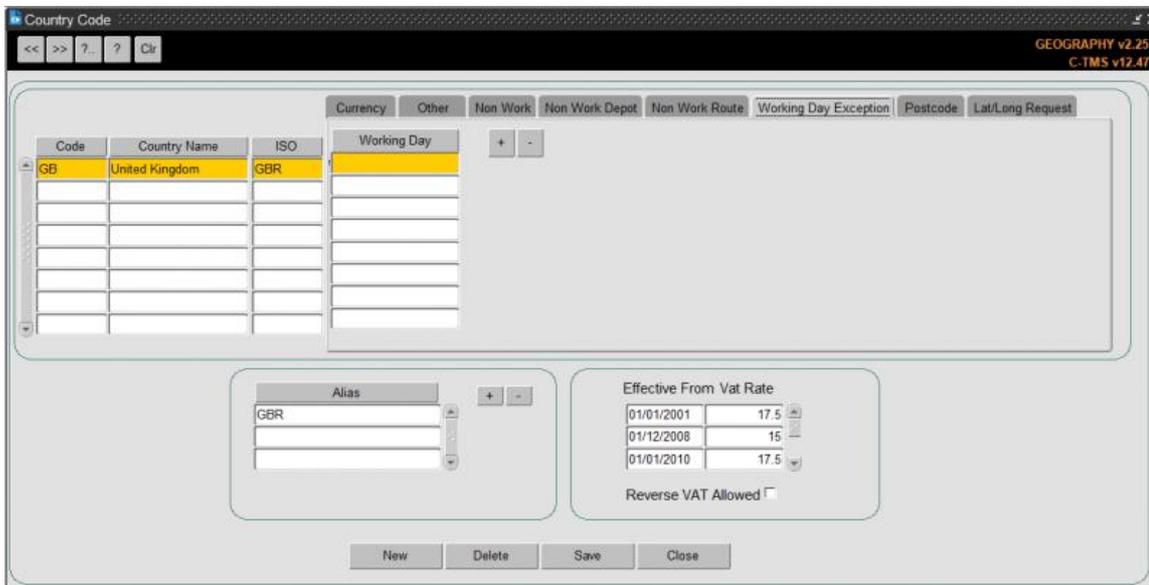
1.2.3 Locations

Note: For Fixed Drop Scheduling engine only:

Routes assigned to locations can be marked as Bank Holiday ONLY:

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1.2.4 Fixed Routes

The route maintenance screen in CTMS stores the following route header information for all trunk and delivery routes, which will allow C-TMS to identify when a route is available.

The working days of each route are specified, as well as whether this is considered a bank holiday route ONLY.

A non-working day can be specified for a country in the ?Non Work? tab page and they are usually setup for public holidays.

An exception to the non-working day in the country can be specified in the ?Working Day Exception? tab page.

Additionally, a non-working day can be specified for a depot and a route within the country.

Usually, the non-working day is assessed by the appropriate level:

4. Country
5. Depot
6. Route

A non-working day for a country will apply to all depots and routes and a non-working day for a depot will apply to all its routes.

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1.3 Operation

1.3.1 Depot Sweep

The Depot Sweep Carry Forward process checks for non-working days before the schedule of an order is changed.

The delivery depot associated with the order is found and the country wide and depot specific non-working days are assessed before assigning the new Schedule, for example:

- There are depot specific non-working days on the new schedule.
- There are no country wide non-working days on the new schedule.

1.3.2 Fixed Drop Scheduling Engine

The scheduling engine processes assesses non-working days when determining a route to plan orders onto.

The route code associated with the order is checked against the delivery date of the order to ensure that:

- The route is active for that day.
- There are no route exceptions for that route on the delivery date.
- There are depot-specific non-working days on the delivery date.
- There are no country-wide non-working days on the delivery date.

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