# Adding and Removing Non-Work Days

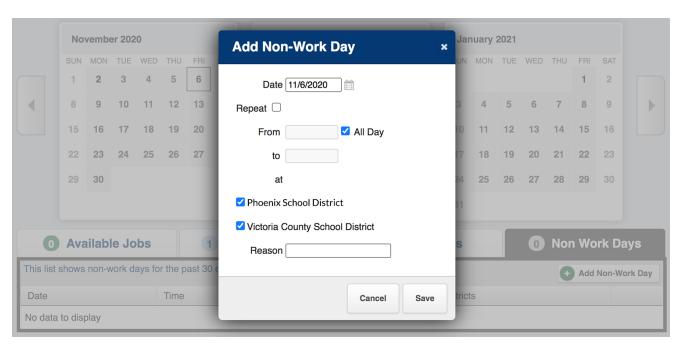"Non-Work Days" indicate when you are not available to work as a substitute, and they inform the system to *not* offer you jobs on those days.

You can view your current non-work days or make a new entry via the "Non-Work Days" tab on the homepage. *Note, you will see a number on the tab that indicates how many non-work days you have scheduled for the past 30 days, as well as any non-work days scheduled for a future date.



To create a new non-work day, click the **Add Non-Work Day** button. This selection opens a window where you can enter your details.



To create a single Non-Work Day...

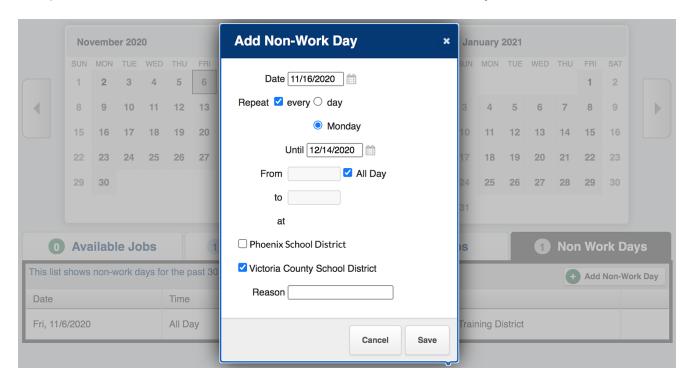|  |  |
|---|---|
| **Single Non-Work Day** | |
| **Date** | Type the date into the box or use the calendar icon to select the date. |
| **From/To** | Enter the start and end times for when you cannot work. *You must un-check the "All Day" box to edit the times for individual days. |
| **Reason** | Enter the reason for your non-work day. (This info is not required.) |

Multi-district subs will indicate whether this non-work day applies to one or more of their districts.

Click the **Save** button when you are ready to save the non-work day.

## Repeating Non-Work Days

Non-work days can also be scheduled to repeat, as needed. (As an example, you can may wish to remove your availability for a specific weekday during the upcoming month - i.e. each Tuesday, or you may wish to remove your availability for an extended time period - i.e. today until the end of the month.)

When creating the Non-Work Day, you will choose the initial calendar start date and click the checkbox for "Repeat." The system will indicate the day when the Non-Work entry begins and provide an additional calendar box for when the Non-Work days should end.



Choose the "day" option if you want to take a recurring series of days (i.e. day "X" until day "Z"). Or, select the calendar day indicated (i.e. "Monday," etc.) if you only want to take Mondays off for a recurring amount of time.

You can then indicate the start/end times for the non-work day, enter the location(s) where these non-work days apply (if you work as a multi-district sub), and provide an optional reason for the entry.
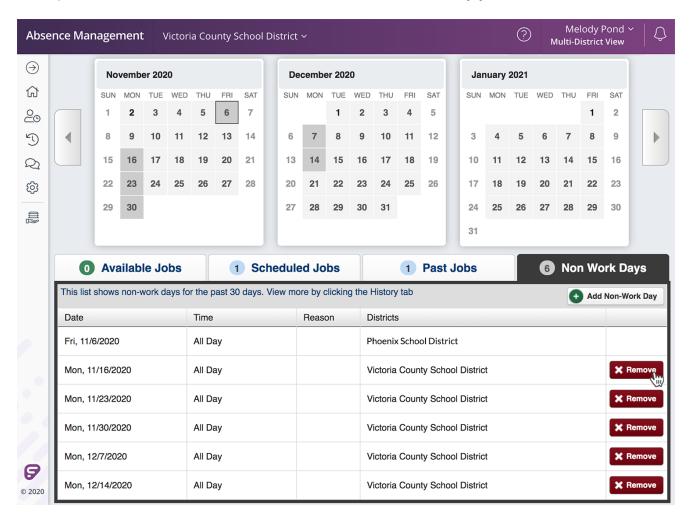
Remember to click **Save** once you are finished.

## Removing a Non-Work Day

If you created a non-work day in error, the entry can be removed via the "Non Work Days" tab.

Keep in mind, you will only see a "Remove" option if your district has enabled this permission. Restrictions may occur due to absence-request timeframes, etc. Please contact your district Administrator for assistance.

If the permission is enabled, click the **Remove** button for the day you want to delete.



A confirmation box will appear. Click **Remove** to confirm.

This list shows non-work days for the past 30 days. View more by clicking the History tab

⊕ Add Non-Work Day

| Date | Time | | |
|------|------|---|---|
| Fri, 11/6/2020 | All Day | ...es Training District | |
| Mon, 11/16/2020 | All Day | ...ol District | ✖ Remove |
| Mon, 11/23/2020 | All Day | ...ol District | ✖ Remove |
| Mon, 11/30/2020 | All Day | Victoria County School District | ✖ Remove |
| Mon, 12/7/2020 | All Day | Victoria County School District | ✖ Remove |
| Mon, 12/14/2020 | All Day | Victoria County School District | ✖ Remove |

**Remove Non-Work Day** ✖

Are you sure you want to remove this day? This action cannot be undone.

Cancel    ✖ Remove

# Recently viewed articles

Reconciling Absences