

Adding and Removing Non-Work Days

absence-help.frontlineeducation.com/hc/en-us/articles/115003384968-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.

The screenshot shows the 'Absence Management' interface for 'Victoria County School District'. It features three calendar views for November 2020, December 2020, and January 2021. Below the calendars are four tabs: 'Available Jobs' (0), 'Scheduled Jobs' (1), 'Past Jobs' (1), and 'Non Work Days' (0). The 'Non Work Days' tab is active, displaying a message: 'This list shows non-work days for the past 30 days. View more by clicking the History tab'. Below this message is a table with columns for Date, Time, Reason, and Districts, which is currently empty with the text 'No data to display'. An 'Add Non-Work Day' button is located to the right of the table.

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.

The 'Add Non-Work Day' modal window is open, showing the following details: Date: 11/6/2020; Repeat: ; From: [empty] to [empty] at [empty]; Districts: Phoenix School District and Victoria County School District; Reason: [empty]. The 'Save' button is highlighted.

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 uncheck 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.

The screenshot shows a user interface for adding a non-work day. A modal dialog box titled "Add Non-Work Day" is open over a calendar. The dialog has the following fields and options:

- Date:** 11/16/2020 (with a calendar icon)
- Repeat:** every day
- Day:** Monday
- Until:** 12/14/2020 (with a calendar icon)
- From:** [empty] All Day
- to:** [empty]
- at:** [empty]
- Districts:** Phoenix School District, Victoria County School District
- Reason:** [empty text box]
- Buttons:** Cancel, Save

The background shows a calendar for November 2020 and January 2021. Below the calendar, there are sections for "Available Jobs" (0) and "Non Work Days" (1). The "Non Work Days" section has a table with columns for Date and Time, and a row for "Fri, 11/6/2020" with "All Day" in the Time column. There is also a "+ Add Non-Work Day" button.

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.

The screenshot shows the 'Absence Management' interface for Victoria County School District. At the top, there are navigation icons and user information: 'Melody Pond', 'Multi-District View', and a notification bell. Below this are three calendar views for November 2020, December 2020, and January 2021. The 'Non Work Days' tab is selected, showing a list of non-work days for the past 30 days. The list includes columns for Date, Time, Reason, and Districts. Each row has a red 'Remove' button with a white 'X' icon. A '+ Add Non-Work Day' button is located at the top right of the list.

Date	Time	Reason	Districts	
Fri, 11/6/2020	All Day		Phoenix School District	
Mon, 11/16/2020	All Day		Victoria County School District	✕ Remove
Mon, 11/23/2020	All Day		Victoria County School 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

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

0 Available Jobs | 1 Scheduled Jobs | 1 Past Jobs | 6 Non Work Days

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	ool District	✕ Remove
Mon, 11/23/2020	All Day	ool 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

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