

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.



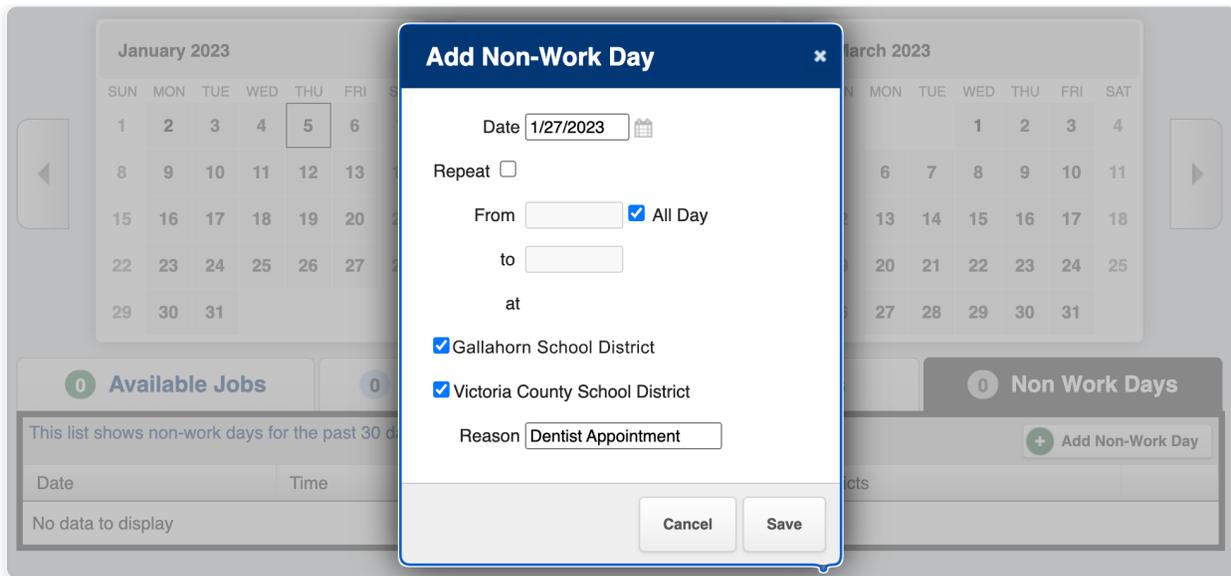
A number on the tab indicates how many non-work days have been scheduled for the past 30 days, as well as any non-work days scheduled for a future date. View more via your "History" option in your application's side navigation.

The screenshot shows the Absence Management interface for Victoria County School District. The top navigation bar includes the title "Absence Management", the district name "Victoria County School District", a user profile for "Melody Pond" in "Multi-District View", and a notification bell icon. A side navigation menu on the left contains icons for home, profile, history, and settings. The main content area displays three monthly calendars for January, February, and March 2023. Below the calendars are four tabs: "Available Jobs" (0), "Scheduled Jobs" (0), "Past Jobs" (0), and "Non Work Days" (9). A hand cursor is pointing at the "Non Work Days" tab. Below the tabs is a table header with columns for "Date", "Time", "Reason", and "Districts". A green "+ Add Non-Work Day" button is visible in the bottom right corner of the table area.

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.

Creating a Single Non-Work Day

Complete the following steps to create a single Non-Work Day:



Details

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.

Creating Repeating Non-Work Days

Non-work days can also be scheduled to repeat, as needed. As an example, you 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 the "Add Non-Work Day" dialog box. The "Date" field is set to 2/6/2023. The "Repeat" section has the "every" checkbox checked and the "day" radio button selected. The "Until" field is set to 2/10/2023. The "From" and "to" fields are empty, and the "All Day" checkbox is checked. The "at" field is empty. The "Reason" field is set to "Traveling". There are two checked checkboxes for school districts: "Gallahorn School District" and "Victoria County School District". The "Cancel" and "Save" buttons are at the bottom of the dialog.

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 the non-work day is still in the future, and/or if an Administrator has created a non-work day for you that they allow you to delete. Restrictions may occur due to absence-request timeframes, Admin restrictions, etc.



The system will highlight a non-work day in yellow if the Admin has created a non-work day and blocked the ability for it to be deleted. Please contact your district Administrator for assistance.

To remove a non-work day, click the **Remove** button beside the day you want to delete.

0 Available Jobs		0 Scheduled Jobs		0 Past Jobs		9 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	Reason	Districts				
Mon, 1/9/2023	8:00 AM - 4:00 PM	COVID-19 Exposure	Victoria County School District				
Tue, 1/10/2023	8:00 AM - 4:00 PM	COVID-19 Exposure	Victoria County School District				
Wed, 1/11/2023	8:00 AM - 4:00 PM	COVID-19 Exposure	Victoria County School District				
Fri, 1/27/2023	All Day	Dentist Appointment	All Districts				X Remove
Mon, 2/6/2023	All Day	Traveling	All Districts				X Remove
Tue, 2/7/2023	All Day	Traveling	All Districts				X Remove
Wed, 2/8/2023	All Day	Traveling	All Districts				X Remove
Thu, 2/9/2023	All Day	Traveling	All Districts				X Remove
Fri, 2/10/2023	All Day	Traveling	All Districts				X Remove

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

0 Available Jobs | 0 Scheduled Jobs | 0 Past Jobs | 9 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	Reason	Districts	
Mon, 1/9/2023	8:00 AM - 4:00 PM	COVID-19 Exposure	Victoria County School District	
Tue, 1/10/2023	8:00 AM - 4:00 PM		County School District	
Wed, 1/11/2023	8:00 AM - 4:00 PM		County School District	
Fri, 1/27/2023	All Day		cts	✕ Remove
Mon, 2/6/2023	All Day		cts	✕ Remove
Tue, 2/7/2023	All Day	Traveling	All Districts	✕ Remove
Wed, 2/8/2023	All Day	Traveling	All Districts	✕ Remove
Thu, 2/9/2023	All Day	Traveling	All Districts	✕ Remove
Fri, 2/10/2023	All Day	Traveling	All Districts	✕ Remove

Remove Non-Work Day ✕

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

Cancel ✕ Remove