

Adding and Removing Non-Work Days

This article explains how to add and remove non-work days.

 **How It Works:** "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 by selecting the "**Non Work Days**" tab on the homepage.

Click a hyperlink below to jump to that topic:

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Creating a Single Non-Work Day

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

Add Non-Work Day ✕

Date 📅

Repeat ☐

From ☒ All Day

to

at

☒ Gallahorn School District

☒ Victoria County School District

Reason

Cancel Save

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 a user interface for scheduling non-work days. In the background, there are two calendar views: August 2024 and October 2024. The August calendar has the 22nd highlighted. Below the calendar is a section titled '2 Available Jobs' with a table showing non-work days for the past 30 days. The table has columns for 'Date' and 'Time', with an entry for 'Thu, 8/1/2024' from '8:00 AM - 4:30 PM'. In the foreground, a modal window titled 'Add Non-Work Day' is open. It contains the following fields and options:

- Date:** 11/4/2024 (with a calendar icon)
- Repeat:** ☒ every ☒ day, ☐ Monday
- Until:** 11/8/2024 (with a calendar icon)
- From:** (empty field) ☒ All Day
- to:** (empty field)
- at:** (empty field)
- Locations:** ☒ Gallahorn School District, ☒ Victoria County School District
- Reason:** Traveling (in a text box)
- Buttons:** Cancel, Save

Below the modal, a section titled '1 Non Work Days' is visible, featuring a '+ Add Non-Work Day' button and a table with columns for 'School District' and 'Non-Work Day'.

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.

1 Available Jobs	1 Scheduled Jobs	2 Past Jobs	8 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, 8/26/2024	8:00 AM - 4:00 PM	District Power Outage	Victoria County School District
Tue, 8/27/2024	8:00 AM - 4:00 PM	District Power Outage	Victoria County School District
Mon, 9/9/2024	All Day	Dentist Appointment	All Districts
Mon, 11/4/2024	All Day	Traveling	All Districts
Tue, 11/5/2024	All Day	Traveling	All Districts
Wed, 11/6/2024	All Day	Traveling	All Districts
Thu, 11/7/2024	All Day	Traveling	All Districts
Fri, 11/8/2024	All Day	Traveling	All Districts

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

1 Available Jobs

1 Scheduled Jobs

2 Past Jobs

8 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	
Thu, 8/1/2024	8:00 AM - 4:00 PM		Victoria County School District	
Thu, 8/22/2024	All Day		Teacher Support-Joes Training District	
Mon, 8/26/2024	8:00 AM - 4:00 PM		Victoria County School District	
Tue, 8/27/2024	8:00 AM - 4:00 PM		Victoria County School District	
Mon, 9/9/2024	All Day	Dentist Appointment	All Districts	X Remove
Mon, 11/4/2024	All Day	Traveling	All Districts	X Remove
Tue, 11/5/2024	All Day	Traveling	All Districts	X Remove

Remove Non-Work Day

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

Cancel

X Remove

Viewing a Non-Work Day

A number on the "Non Work Day" 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.

Absence Management

Victoria County School District

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Melody Pond

Multi-District View

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Home

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History

Calendar

Settings

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August 2024

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2 Available Jobs

1 Scheduled Jobs

2 Past Jobs

1 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
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