# Adding and Removing Non-Work Days

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

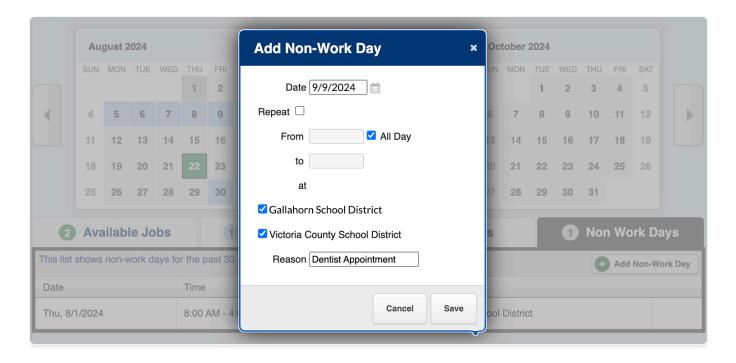
How It Works: "Non-Work Days" indicate when you are not available to work as a substitute, and they inform the system to *not* offer you jobs on those days. You can view your current non-work days or make a new entry by selecting the "Non Work Days" tab on the homepage.

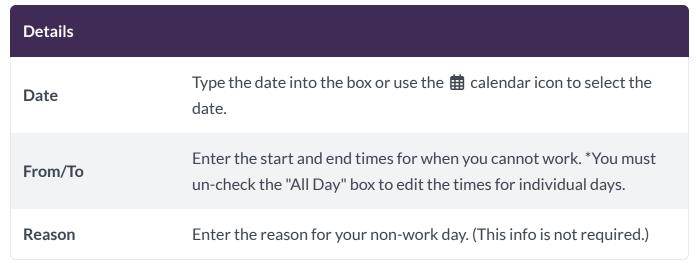
Click a hyperlink below to jump to that topic:

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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:







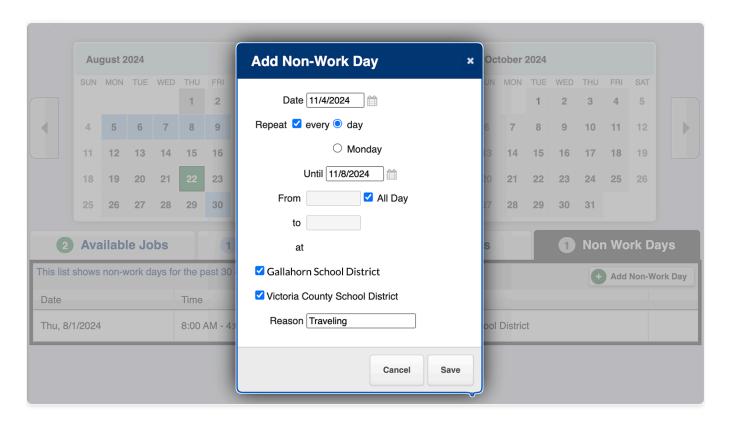
Multi-district subs will indicate whether this non-work day applies to one or more of their districts.

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.



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

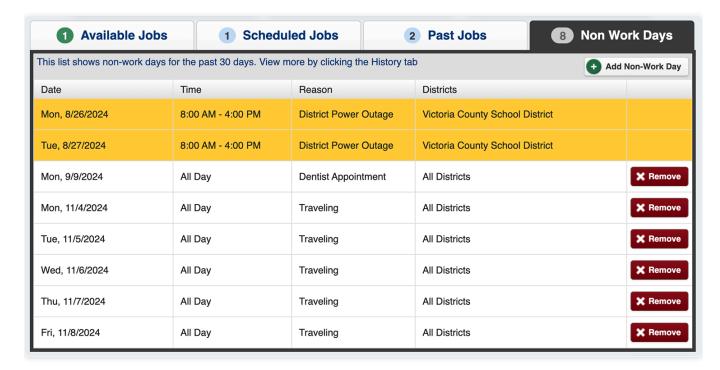
If you created a non-work day in error, the entry can be removed via the "Non Work Days" tab.

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.

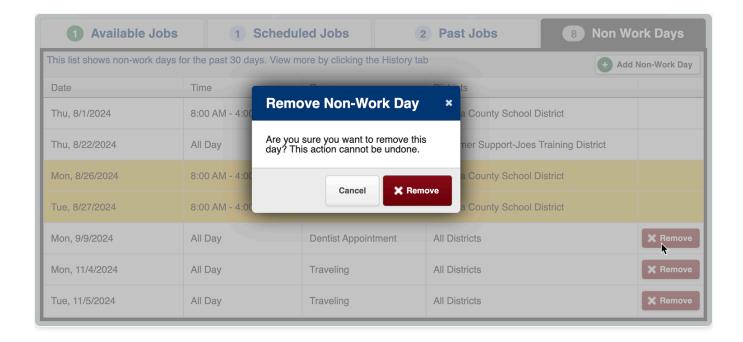


The system will highlight a non-work day in yellow if the Admin has created a non-work day and blocked the ability for it to be deleted. Please contact your district Administrator for assistance.

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



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



## 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.

