

Adding Non-Work Days

absence-help.frontlineeducation.com/hc/en-us/articles/115003384968-Adding-Non-Work-Days

If you have days or partial days when you are not able to substitute, you can create "Non-Work Days" so the absence management system will not offer you jobs on those days. Click the **Non-Work Days** tab to view your non-work days and to create new ones. The tab will have a number on it indicating how many Non-Work Days you have scheduled.

Date	Time	Reason	
Fri, 4/11/2014	All Day		<input type="button" value="Remove"/>
Fri, 4/25/2014	All Day		<input type="button" value="Remove"/>

To create a new Non-Work Day click the **Add Non-Work Day** button. This will bring up a window where you can enter your Non-Work Day info.

Add Non-Work Day [X]

Date: [Calendar Icon]

Repeat:

From: All Day

to:

Reason:

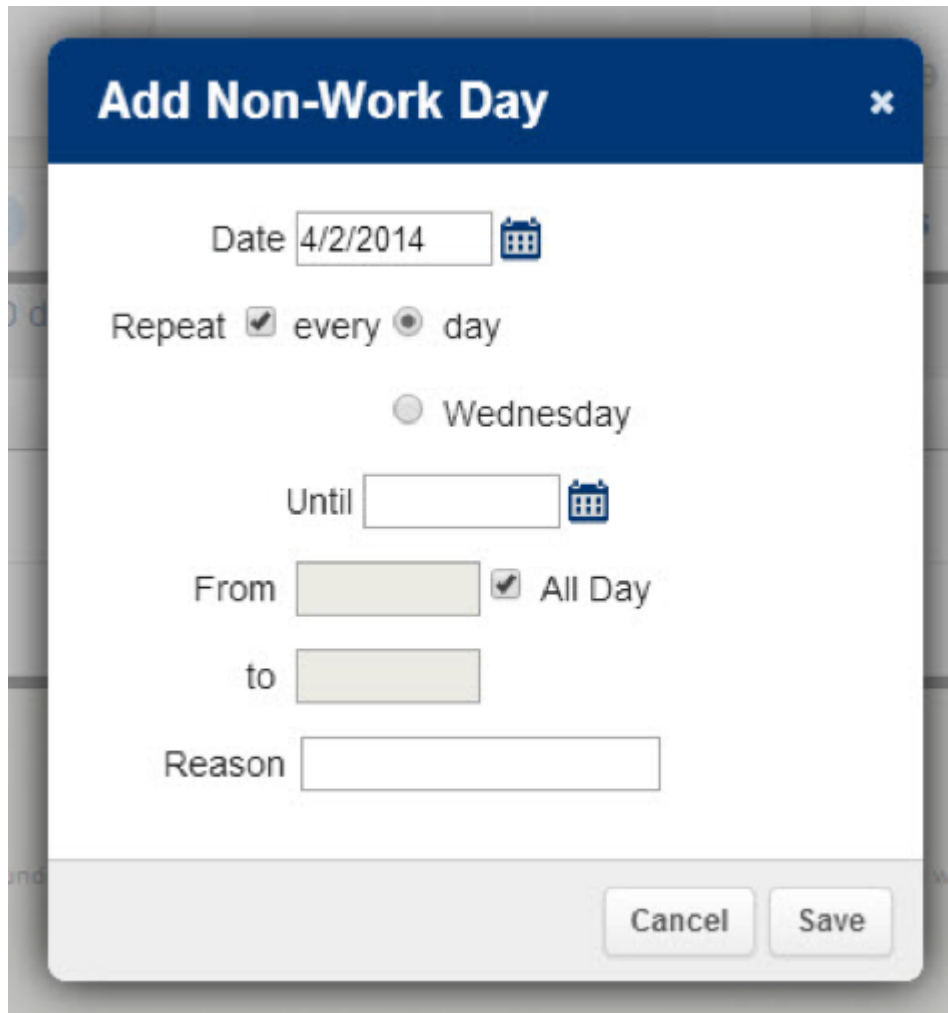
To create a single Non-Work Day...

- **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 can't work. You must un-check the "All Day" box to edit the times.
- **Reason** - Enter the reason for your non-work day. This info is not required.

Click the **Save** button when you are ready to save the Non-Work Day.

Repeating Non-Work Days

You can also create a Non-Work Day that will repeat. For example, maybe you can't work on Tuesdays for the entire month. When creating the Non-Work Day, click the check box for "Repeat" (shown below).



The image shows a dialog box titled "Add Non-Work Day" with a close button (X) in the top right corner. The dialog contains the following fields and options:

- Date:** A text input field containing "4/2/2014" and a calendar icon to its right.
- Repeat:** A checked checkbox followed by the text "every" and a radio button selected for "day".
- Day:** A radio button selected for "Wednesday".
- Until:** A text input field and a calendar icon to its right.
- From:** A text input field, a checked checkbox, and the text "All Day".
- to:** A text input field.
- Reason:** A text input field.
- Buttons:** "Cancel" and "Save" buttons at the bottom right.

Then, mark the circle for Tuesday, put in the end date you want this to repeat until, and click the **Save** button to save the repeating Non-Work Day.

Removing a Non-Work Day

In your "Non-Work Days" tab, you will see a Remove button for any Non-Work Days that are still in the future. Click the **Remove** button for the specific Non-Work Day you want to remove.

6 Available Jobs		2 Scheduled Jobs		6 Past Jobs		2 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					<input type="button" value="✕ Remove"/>
Fri, 4/11/2014	All Day						<input type="button" value="✕ Remove"/>
Fri, 4/25/2014	All Day						<input type="button" value="✕ Remove"/>

You will receive a confirmation pop-up. Click **Remove** to confirm (or if you would like to close the window without removing the Non-Work Day, click Cancel).

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