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.

Y

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 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.

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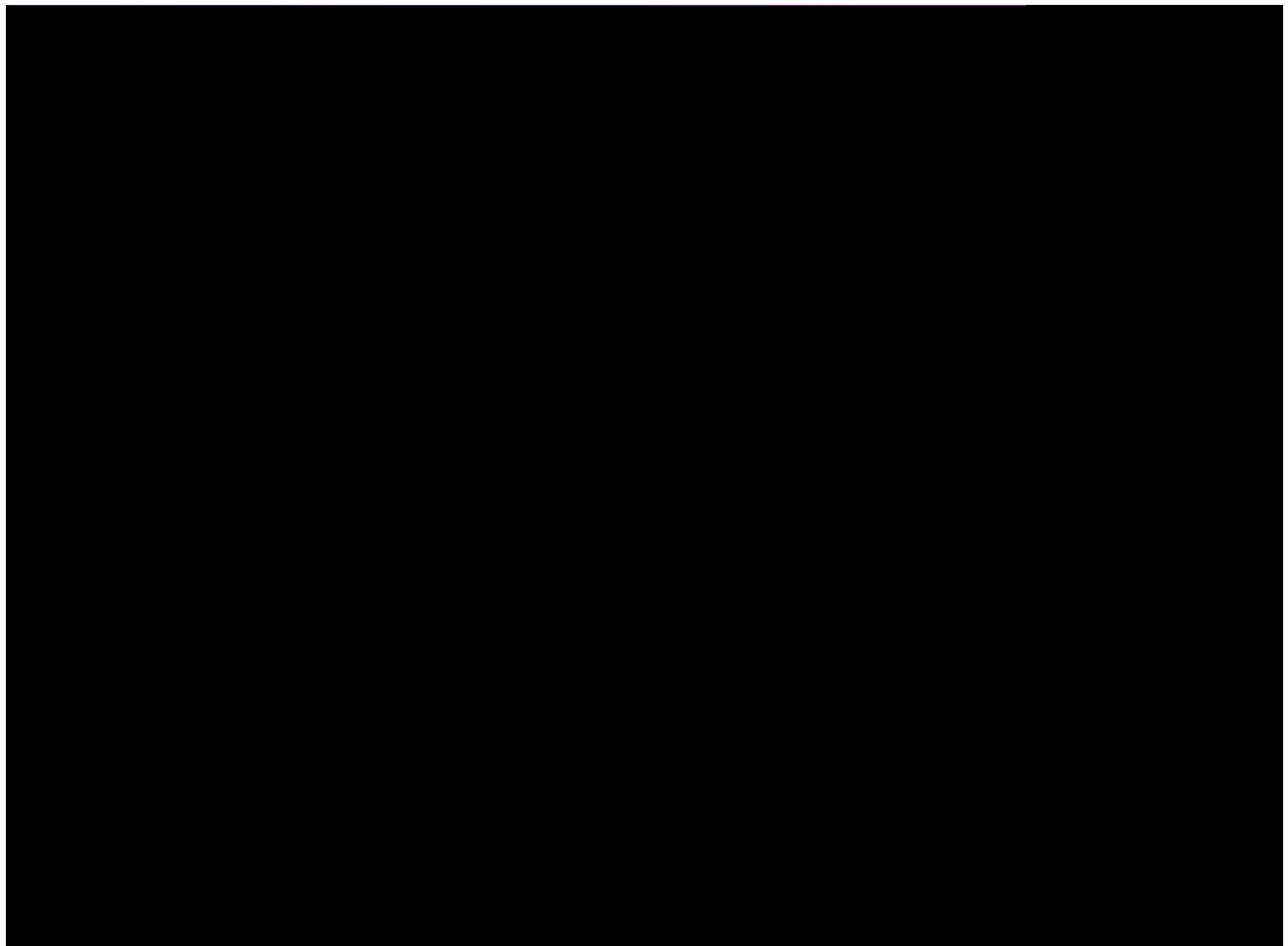
A confirmation box will appear. Click **Remove** to confirm.
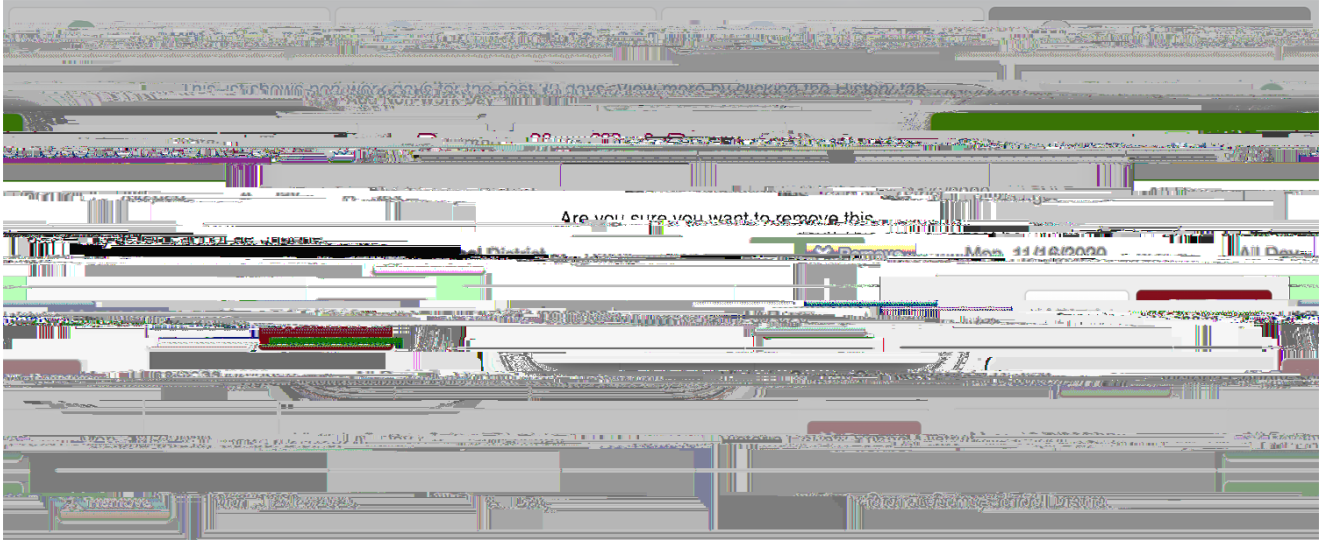
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