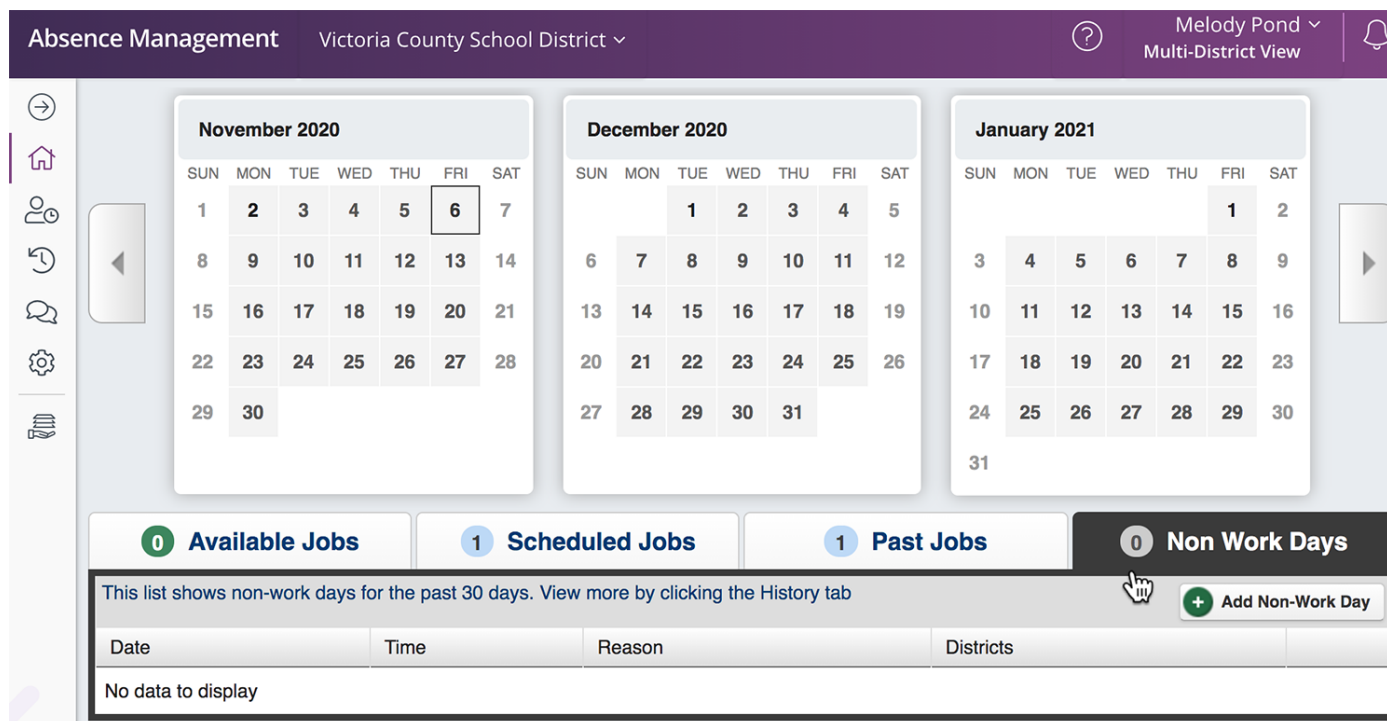


Adding and Removing Non-Work Days

 absence-help.frontlineeducation.com/hc/en-us/articles/115003384968-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.

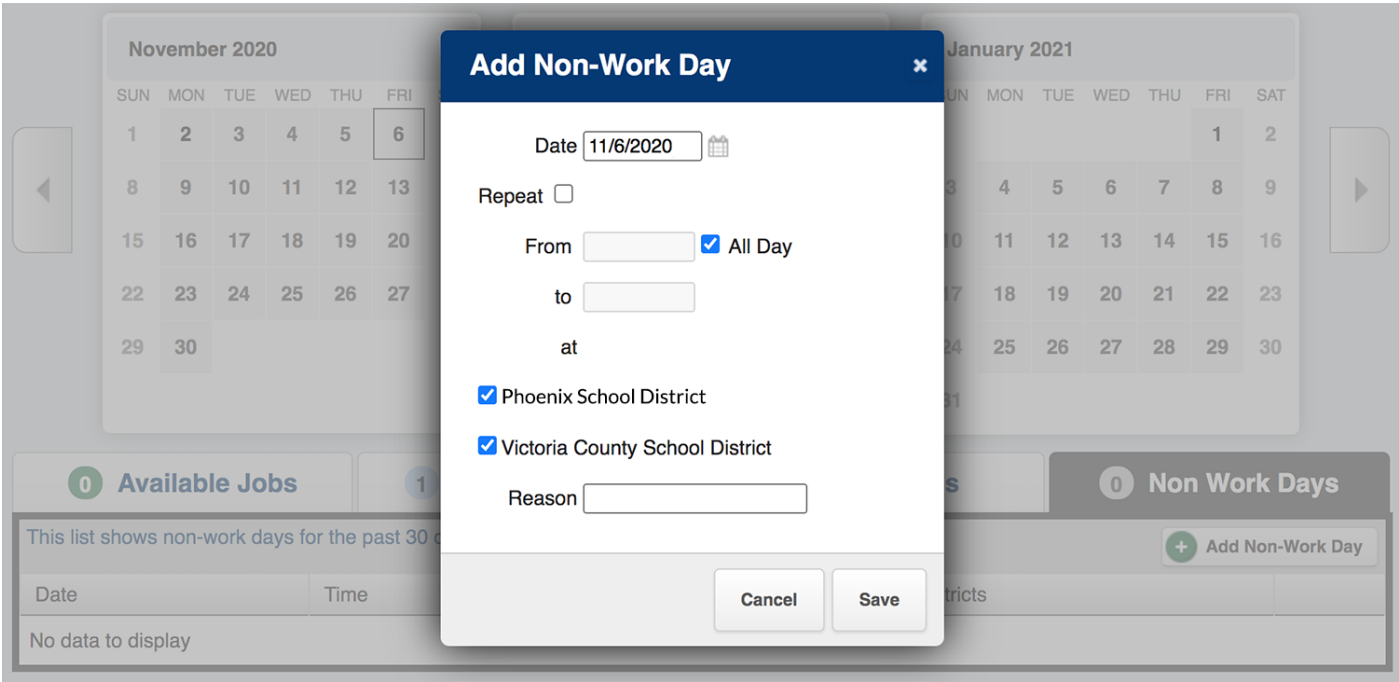
You can view your current non-work days or make a new entry via the "Non-Work Days" tab on the homepage. *Note, you will see a number on the tab that indicates how many non-work days you have scheduled for the past 30 days, as well as any non-work days scheduled for a future date.



The screenshot shows the 'Absence Management' interface for Victoria County School District. The top navigation bar includes a help icon, the user name 'Melody Pond', and a 'Multi-District View' dropdown. A left sidebar contains icons for navigation. The main content area displays three monthly calendars for November 2020, December 2020, and January 2021. Below the calendars, there are four tabs: 'Available Jobs' (0), 'Scheduled Jobs' (1), 'Past Jobs' (1), and 'Non Work Days' (0). The 'Non Work Days' tab is selected, showing a message: 'This list shows non-work days for the past 30 days. View more by clicking the History tab'. A '+ Add Non-Work Day' button is visible. Below this is a table with columns: Date, Time, Reason, Districts, and an empty row below it with the text 'No data to display'.

Date	Time	Reason	Districts
No data to display			

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.



To create a single Non-Work Day...

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 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.

Add Non-Work Day

Date

Repeat ☒ every ☐ day

☒ Monday

Until

From ☒ All Day

to

at

☐ Phoenix School District

☒ Victoria County School District

Reason

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 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.

Absence Management Victoria County School District ? Melody Pond Multi-District View

November 2020

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

0 Available Jobs **1 Scheduled Jobs** **1 Past Jobs** **6 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	
Fri, 11/6/2020	All Day		Phoenix School District	
Mon, 11/16/2020	All Day		Victoria County School District	✕ Remove
Mon, 11/23/2020	All Day		Victoria County School District	✕ Remove
Mon, 11/30/2020	All Day		Victoria County School District	✕ Remove
Mon, 12/7/2020	All Day		Victoria County School District	✕ Remove
Mon, 12/14/2020	All Day		Victoria County School District	✕ Remove

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

0 Available Jobs

1 Scheduled Jobs

1 Past Jobs

6 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		
Fri, 11/6/2020	All Day	oes Training District	
Mon, 11/16/2020	All Day	ool District	<div>✕ Remove</div>
Mon, 11/23/2020	All Day	ool District	<div>✕ Remove</div>
Mon, 11/30/2020	All Day	Victoria County School District	<div>✕ Remove</div>
Mon, 12/7/2020	All Day	Victoria County School District	<div>✕ Remove</div>
Mon, 12/14/2020	All Day	Victoria County School District	<div>✕ Remove</div>

Remove Non-Work Day

✕

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

Cancel

✕ Remove

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