

# Adding Non-Work Days

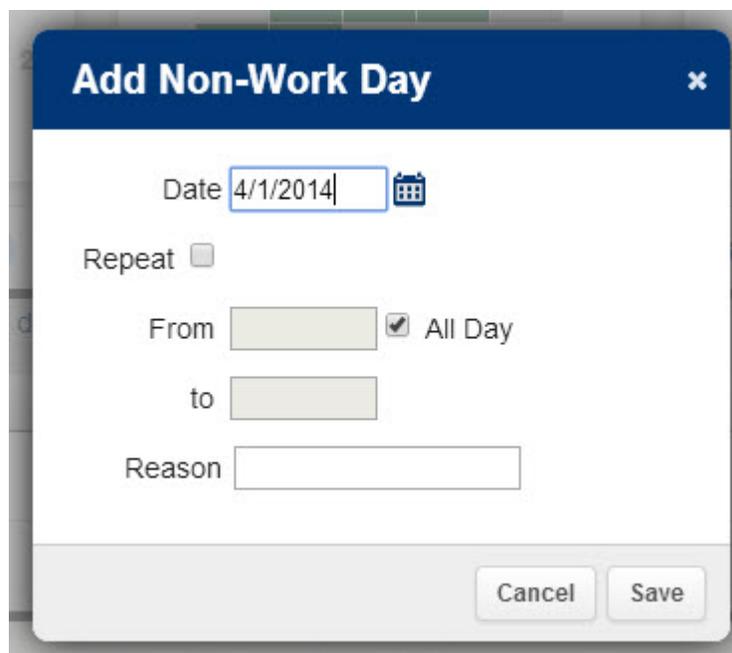
[absence-help.frontlineeducation.com/hc/en-us/articles/115003384968-Adding-Non-Work-Days](https://absence-help.frontlineeducation.com/hc/en-us/articles/115003384968-Adding-Non-Work-Days)

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="X Remove"/>
Fri, 4/25/2014	All Day		<input type="button" value="X 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**

Date

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

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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).

**Add Non-Work Day** ×

Date

Repeat  every  day

Wednesday

Until

From   All Day

to

Reason

Cancel Save

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

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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					✕ Remove
Fri, 4/11/2014	All Day						✕ Remove
Fri, 4/25/2014	All Day						✕ 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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