Creating an Absence for 1.25 "Summer Days"

Twelve month employees work four longer days a week during the summer and five regular days during the school year. Summer absences count as 1.25 "days" instead of 1 day. Monday thru Wednesday the work hours are 7:00am-5:00pm and Thursday is 7:00am-4:30pm.

1. Go to the **Create Absence** tab of your home page and click **Advanced Mode**.

2. Schedule the Full-Day portion of your absence by selecting the date (1) and the absence reason (2). Change the time (3) to **Custom** and add your full-day portion of your hours (i.e. 7:00AM – 3:00PM).

Create Absence
May 09

Absence

✓ Create Absence   Cancel

May 09 at Beacon School

May 2017

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

Absence Reason   2   Illness > Family Illness ▼

Time   3   Custom ▼
Please enter a valid time range using the
HH:MM AM format.
7:00AM   to
3:00PM

+ Add New Variation

Notes & Attachments

Notes to Administrator
(Viewable only by Administrator and Employee)

255 character(s) left

Notes to Substitute
(Viewable by Administrator, Employee, and Substitute)

255 character(s) left

File Attachments

DRAG AND DROP
FILES HERE

Uploaded Files

Choose File   No file chosen

NEXT STEPS

Status: Unfilled

ABSENCE SUMMARY

Substitute Required
Yes

Tuesday, May 09, 2017
8:00 AM - 4:00 PM
Illness > Family Illness

✓ Create Absence   Cancel

3. Click **+ Add New Variation** (1) and <u>**select the same date**</u> (2). A pop-up displays and indicates that your <u>dates overlap</u>. Choose **Resolve Manually** (3) in the drop-down menu and click **Ok** (4).
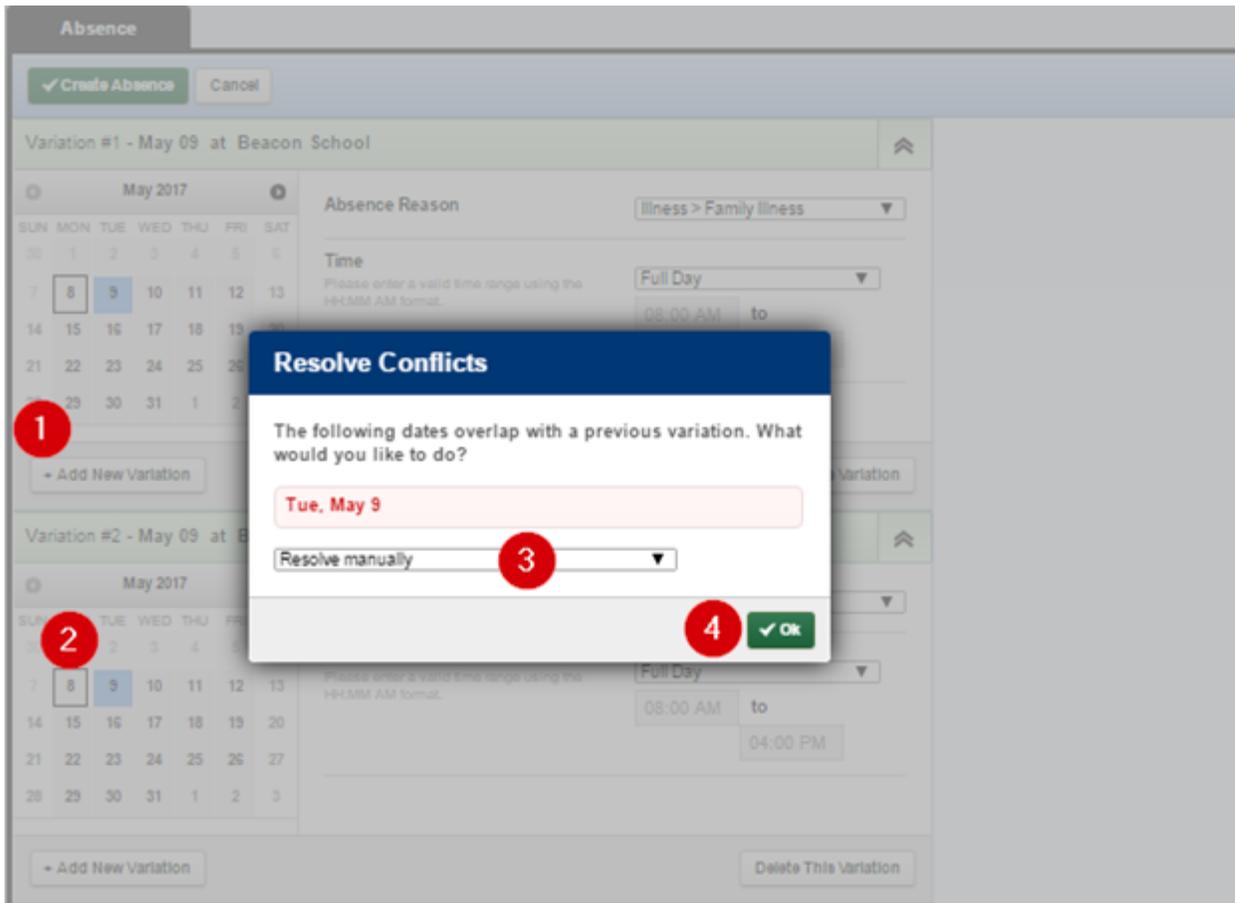
4. Change the Time on Variation #2 to **Custom (1)** and enter the times **(2)** that correspond with the additional hours that you work for your summer schedule (i.e. 3:00PM-5:00PM).
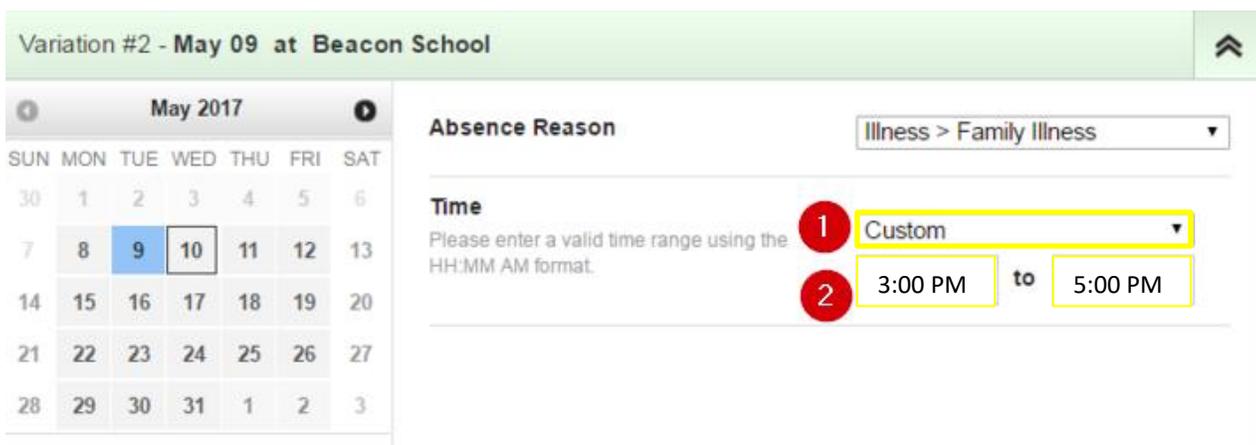
5. Then click **Create Absence**.
6. If you have any questions or problems, please email <u>Susan.Diianni@irsd.k12.de.us</u>.