

# 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**.

The screenshot shows the 'Create Absence' interface. At the top, there are four tabs: 'Create Absence' (active), 'Scheduled Absences' (0), 'Past Absences' (3), and 'Denied Absences' (0). Below the tabs, there is a header area with 'Please select a date' on the left and 'Need more options? Advanced Mode' on the right. The 'Advanced Mode' button is highlighted with a red box and a red arrow. On the left side, there is a calendar for May 2017 with the 5th of May selected. Below the calendar is a 'Helpful Hint' box. The main form area contains several fields: 'Substitute Required' (Yes), 'Absence Reason' (Select One), 'Time' (Full Day, 08:00 AM to 04:00 PM), 'Notes to Administrator' (255 character(s) left), and 'Notes to Substitute' (255 character(s) left). At the bottom right, there is a 'FILE ATTACHMENTS' section with a 'DRAG AND DROP FILES HERE' area, a 'Choose File' button, and a 'No file chosen' status. At the very bottom, there are 'Cancel' and 'Create Absence' buttons.

- 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**

May 09 at Beacon School

May 2017

SUN	MON	TUE	WED	THU	FRI	SAT
30	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	1	2	3

**Absence Reason** 2

**Time** 3   to

Please enter a valid time range using the HH:MM AM format.

#### 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

**Uploaded Files**

DRAG AND DROP FILES HERE

No file chosen

#### NEXT STEPS

Status: **Unfilled**

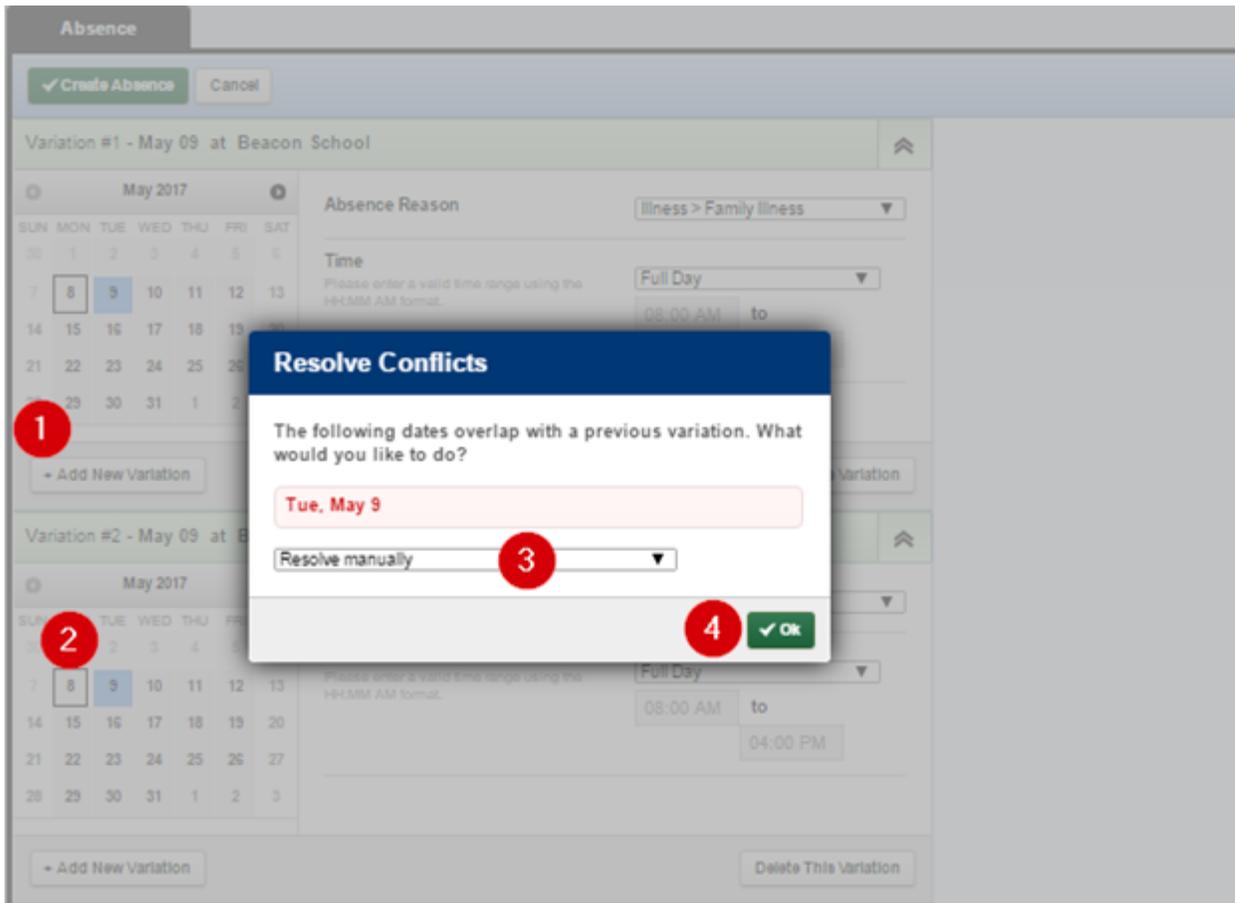
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#### ABSENCE SUMMARY

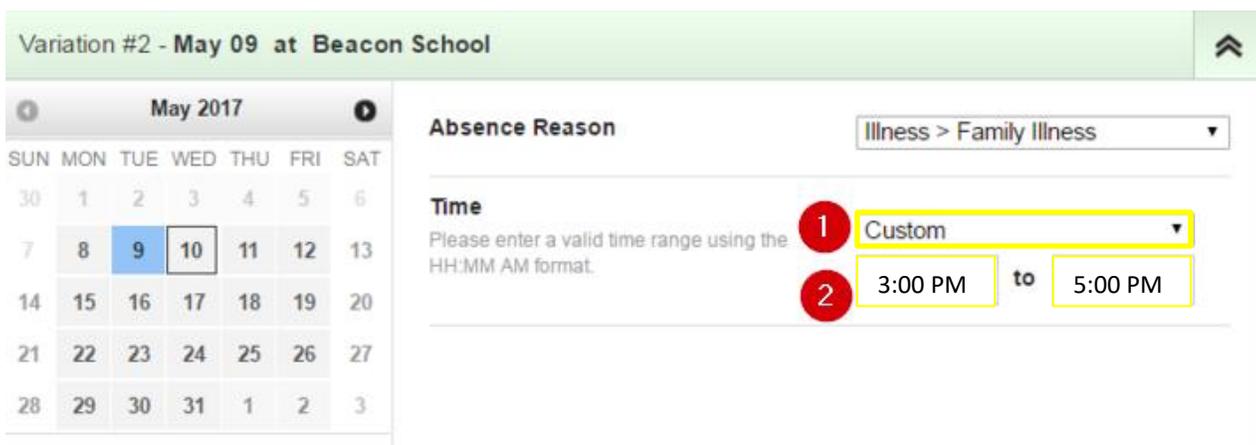
**Substitute Required**  
Yes

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

3. Click **+ Add New Variation** (1) and **select the same date** (2). A pop-up displays and indicates that your dates overlap. 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 [Susan.Diianni@irsd.k12.de.us](mailto:Susan.Diianni@irsd.k12.de.us).