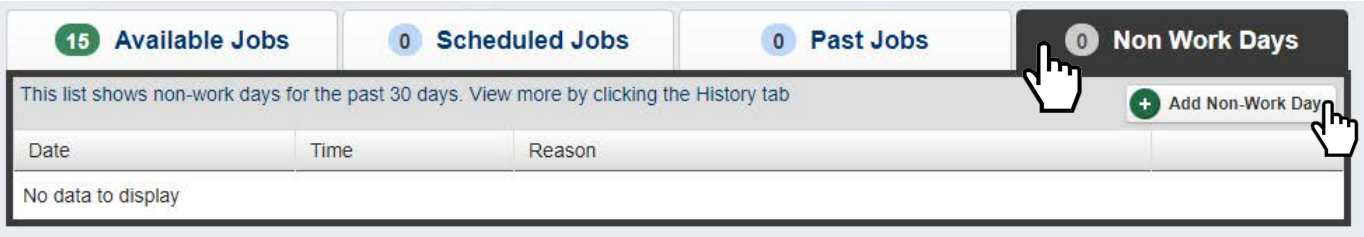
Adding Non-Work Days

You have the ability to add Non-Work Days and Times to your account to prevent you from seeing and being contacted about jobs on days or times you are unavailable.

Log into Absence Management

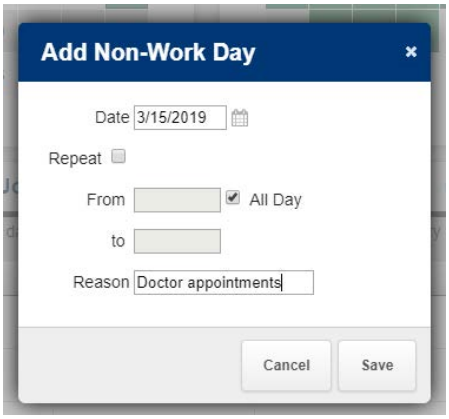
On the Main Screen on the right, select **NON WORK DAYS**. Then select **ADD NON-WORK DAY**.



ADDING NON-WORK DAYS

Individual Days

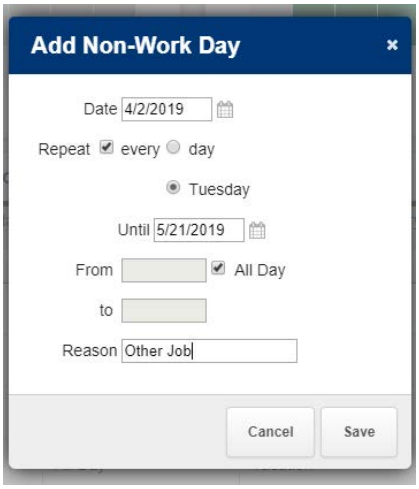
- Add date
- Add reason
- Select **Save**



Repeat Days

(Add if you have certain days you need off each week. Work on Tuesdays, or no childcare for Thursdays, etc.)

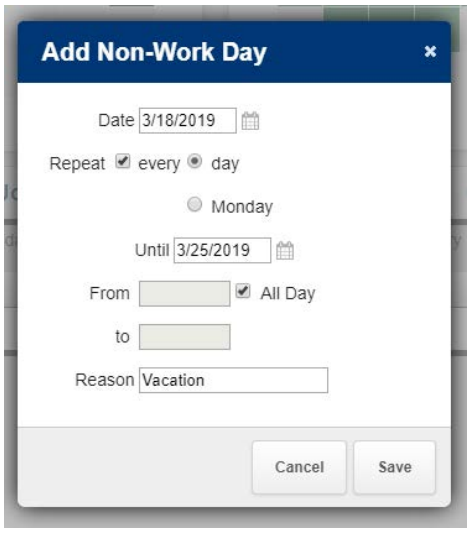
- Add begin Date
- Select Repeat & day of week
- Select End Date
- Add Reason
- Select **Save**



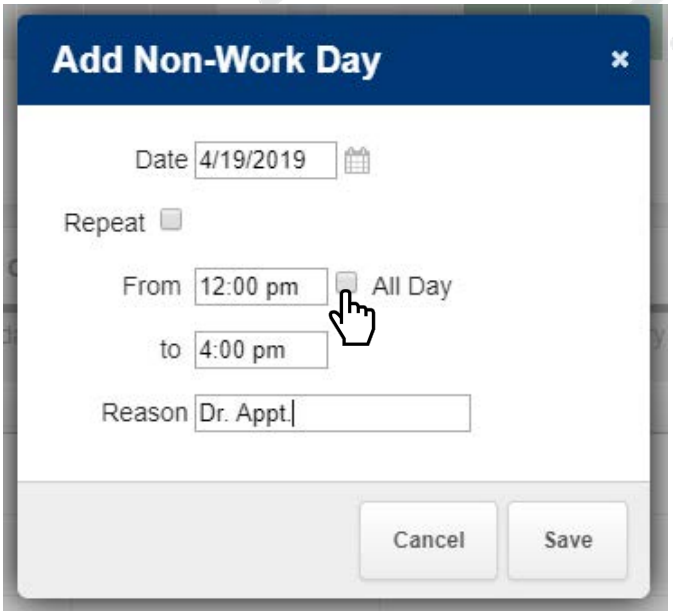
Consecutive Days

(Add if you have multiple days in a row you won't be available: vacation, surgery, etc.)

- Add begin Date
- Select Repeat & Day
- Select End Date
- Add Reason
- Select **Save**



ADDING NON-WORK TIMES



You can also just add certain hours of the day to a Non-Work Day (use this if you can/want to work for a portion of the day, but have other plans later)

- Select **Add Non-Work Day**
- Add Date
- Click off of All Day to alter times
- Add Times
- Add Reason

**You can alter times for any time of non-work day (Individual, Repeat, or Consecutive)

REMOVING NON-WORK DAYS

If you choose to cancel a Non-Work Day, you can do so by selecting **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).