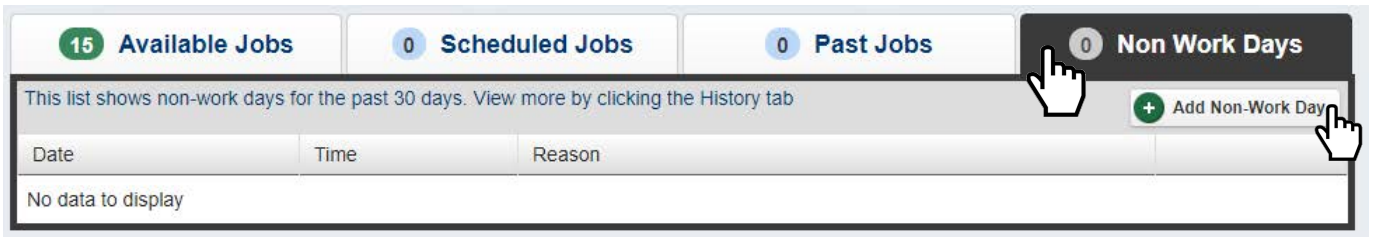


Adding Non-Work Days

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**.

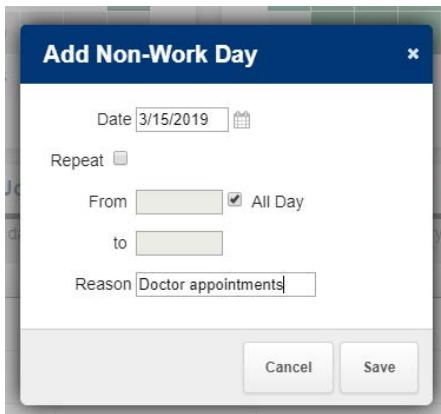


The screenshot shows the 'Non Work Days' tab selected, with a count of 0. Below the tab is a table with columns 'Date', 'Time', and 'Reason'. The table is currently empty, displaying 'No data to display'. A green '+ Add Non-Work Day' button is visible in the top right corner of the table area.

ADDING NON-WORK DAYS

Individual Days

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

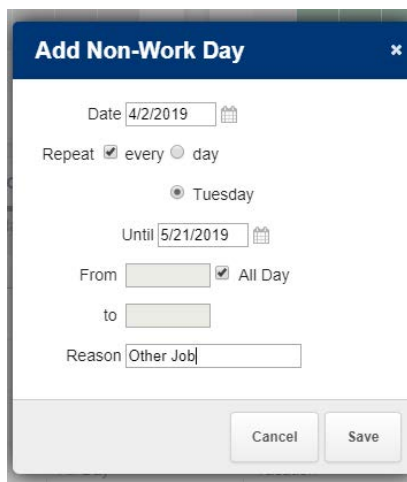


The 'Add Non-Work Day' form shows the 'Date' field set to 3/15/2019. The 'Repeat' checkbox is unchecked. The 'From' and 'to' fields are empty, and the 'All Day' checkbox is checked. The 'Reason' field contains 'Doctor appointments'. 'Cancel' and 'Save' buttons are at the bottom.

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**

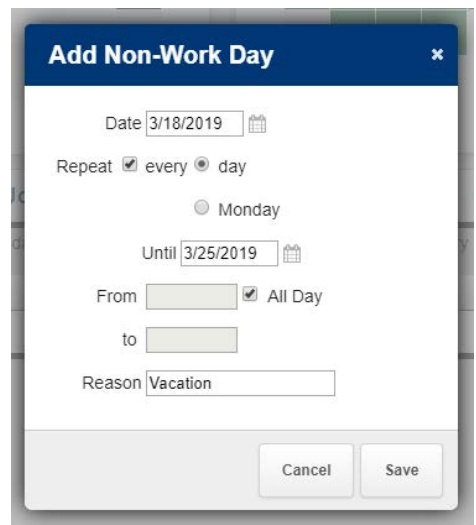


The 'Add Non-Work Day' form shows the 'Date' field set to 4/2/2019. The 'Repeat' checkbox is checked, and 'every' is selected. 'Tuesday' is selected as the day of the week. The 'Until' field is set to 5/21/2019. The 'From' and 'to' fields are empty, and the 'All Day' checkbox is checked. The 'Reason' field contains 'Other Job'. 'Cancel' and 'Save' buttons are at the bottom.

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**



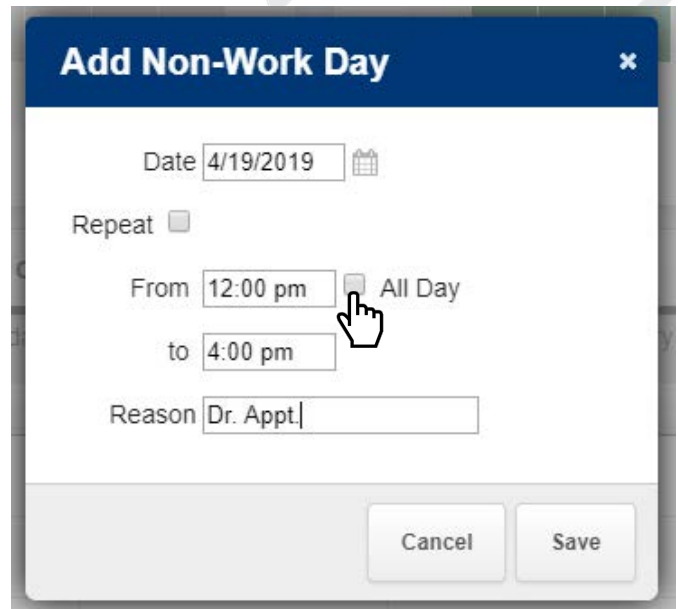
The 'Add Non-Work Day' form shows the 'Date' field set to 3/18/2019. The 'Repeat' checkbox is checked, and 'every' is selected. 'Monday' is selected as the day of the week. The 'Until' field is set to 3/25/2019. The 'From' and 'to' fields are empty, and the 'All Day' checkbox is checked. The 'Reason' field contains 'Vacation'. 'Cancel' and 'Save' buttons are at the bottom.

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)

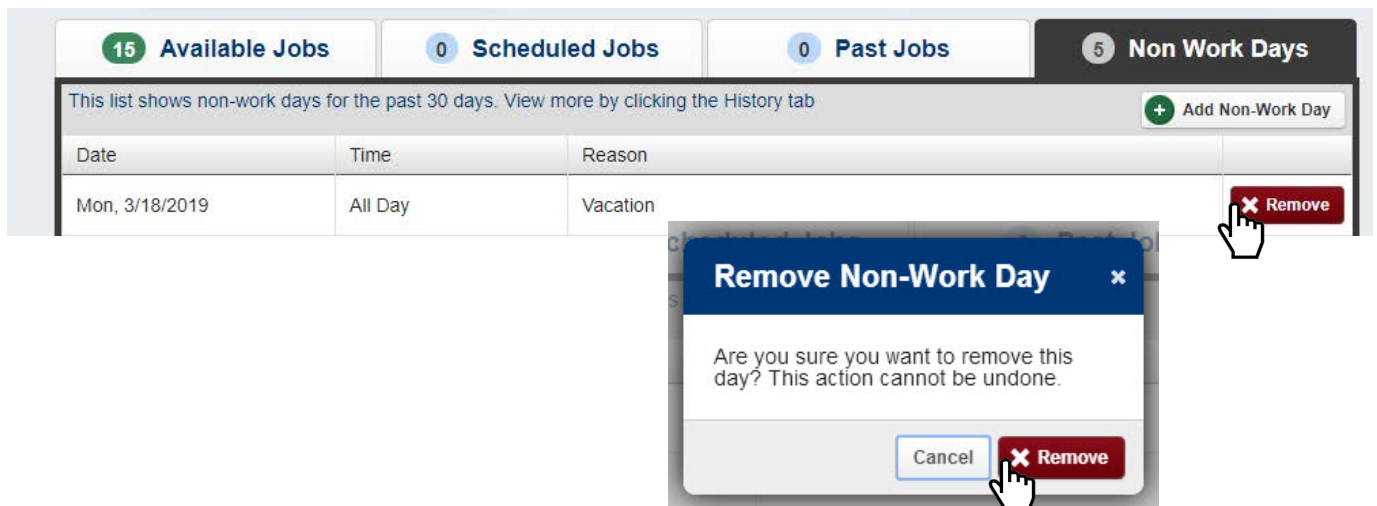
- Select **Add Non-Work Day**
- Add Date
- Click off of All Day to alter times
- Add Times
- Add Reason

**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).



Date	Time	Reason
Mon, 3/18/2019	All Day	Vacation