

Adding and Removing Non-Work Days

"Non-Work Days" indicate when you are not available to work as a substitute, and they inform the system to *not* offer you jobs on those days. You can view your current non-work days or make a new entry via the "Non-Work Days" tab on the homepage.



A number on the tab indicates how many non-work days have been scheduled for the past 30 days, as well as any non-work days scheduled for a future date. View more via your "History" option in your application's side navigation.

The screenshot displays the 'Absence Management' interface for the 'Victoria County School District'. It features three monthly calendars for August, September, and October 2024. The bottom navigation bar includes four tabs: 'Available Jobs' (2), 'Scheduled Jobs' (1), 'Past Jobs' (2), and 'Non Work Days' (1). The 'Non Work Days' tab is selected, and a hand cursor points to it. Below the tabs, a message states: 'This list shows non-work days for the past 30 days. View more by clicking the History tab'. A table header is visible with columns: Date, Time, Reason, and Districts. A green button labeled 'Add Non-Work Day' is located at the bottom right of the interface.

To create a new non-work day, click the **Add Non-Work Day** button. This selection opens a window where you can enter your details.

Creating a Single Non-Work Day

Complete the following steps to create a single Non-Work Day:

Add Non-Work Day

Date

Repeat ☐

From ☒ All Day

to

at

☒ Gallahorn School District

☒ Victoria County School District

Reason

Details

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 cannot work. *You must un-check the "All Day" box to edit the times for individual days.
Reason	Enter the reason for your non-work day. (This info is not required.)



Multi-district subs will indicate whether this non-work day applies to one or more of their districts.

Click the **Save** button when you are ready to save the non-work day.

Creating Repeating Non-Work Days

Non-work days can also be scheduled to repeat, as needed. As an example, you may wish to remove your availability for a specific weekday during the upcoming month - i.e. each Tuesday, or you may wish to remove your availability for an extended time period - i.e. today until the end of the month.

When creating the Non-Work Day, you will choose the initial calendar start date and click the checkbox for "Repeat." The system will indicate the day when the Non-Work entry begins and provide an additional calendar box for when the Non-Work days should end.

Add Non-Work Day

Date

Repeat ☒ every ☐ day ☐ Monday

Until

From to at

☒ All Day

☒ Gallahorn School District

☒ Victoria County School District

Reason

Choose the "day" option if you want to take a recurring series of days (i.e. day "X" until day "Z"). Or, select the calendar day indicated (i.e. "Monday," etc.) if you only want to take Mondays off for a recurring amount of time.

You can then indicate the start/end times for the non-work day, enter the location(s) where these non-work days apply (if you work as a multi-district sub), and provide an optional reason for the entry.

Remember to click **Save** once you are finished.

Removing a Non-Work Day

If you created a non-work day in error, the entry can be removed via the "Non Work Days" tab.

Keep in mind, you will only see a "Remove" option if the non-work day is still in the future, and/or if an Administrator has created a non-work day for you that they allow you to delete. Restrictions may occur due to absence-request timeframes, Admin restrictions, etc.



The system will highlight a non-work day in yellow if the Admin has created a non-work day and blocked the ability for it to be deleted. Please contact your district Administrator for assistance.

To remove a non-work day, click the **Remove** button beside the day you want to delete.

1 Available Jobs	1 Scheduled Jobs	2 Past Jobs	8 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	Districts
Mon, 8/26/2024	8:00 AM - 4:00 PM	District Power Outage	Victoria County School District
Tue, 8/27/2024	8:00 AM - 4:00 PM	District Power Outage	Victoria County School District
Mon, 9/9/2024	All Day	Dentist Appointment	All Districts
Mon, 11/4/2024	All Day	Traveling	All Districts
Tue, 11/5/2024	All Day	Traveling	All Districts
Wed, 11/6/2024	All Day	Traveling	All Districts
Thu, 11/7/2024	All Day	Traveling	All Districts
Fri, 11/8/2024	All Day	Traveling	All Districts

A confirmation box will appear. Click **Remove** to confirm.

1 Available Jobs

1 Scheduled Jobs

2 Past Jobs

8 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	Districts	
Thu, 8/1/2024	8:00 AM - 4:00 PM		Alameda County School District	
Thu, 8/22/2024	All Day		Merced Support-Joes Training District	
Mon, 8/26/2024	8:00 AM - 4:00 PM		Alameda County School District	
Tue, 8/27/2024	8:00 AM - 4:00 PM		Alameda County School District	
Mon, 9/9/2024	All Day	Dentist Appointment	All Districts	X Remove
Mon, 11/4/2024	All Day	Traveling	All Districts	X Remove
Tue, 11/5/2024	All Day	Traveling	All Districts	X Remove

Remove Non-Work Day

Are you sure you want to remove this day? This action cannot be undone.

Cancel

X Remove