

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.

Absence Management Victoria County School District ▾

Melody Pond ▾
Multi-District View

August 2024 September 2024 October 2024

SUN	MON	TUE	WED	THU	FRI	SAT
				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

SUN	MON	TUE	WED	THU	FRI	SAT
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					

SUN	MON	TUE	WED	THU	FRI	SAT
		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		

2 Available Jobs 1 Scheduled Jobs 2 Past Jobs 1 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

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 ☒ All Day
to
at

☒ 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	District Power Outage	Victoria County School District
Thu, 8/22/2024	All Day	Traveling	Teacher Support-Joes Training District
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

Remove Non-Work Day

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

Cancel

✕ Remove