Adding Non-Work Days

Non-Work days should be created to indicate your unavailability. To add a Non-Work Days to your profile click the **Add Non-Work Day** tab.

To add one non- working day:
Non Work Days>Add Non workday>Reason>Save

Add Non-Work Day ✕

Date 6/1/2016 📅 1.
Repeat ☐
From [ ] ☑ All Day
to [ ]
Reason Sick 2.

Cancel Save 3.

To add repeated consecutive non-working days:
Non Work Days>Add Non-work-day>Reason>Save

Add Non-Work Day ✕

Date 6/1/2016 📅 1.
Repeat ☑ every ⦿ day
○ Wednesday
Until 6/8/2016 📅 2.
From 8:00 am ☐ All Day
to 4:00 pm 3.
Reason Vacation 4.

5.
Cancel Save

To add repeated non-consecutive non-working days:
Non Work Days>Add Non-work-day>Reason>Save

Add Non-Work Day ✕

Date 6/7/2016 📅 1.
Repeat ☑ every ○ day
⦿ Tuesday 2.
Until 6/21/2016 📅 3.
From 8:00 am ☐ All Day
to 12:00 pm 4.
Reason Student teaching 5.

6.
Cancel Save

Save your changes. To check you successfully added a non-working day it should show on your account.

	Available Jobs	Scheduled Jobs	Past Jobs	Non Work Days
0	Available Jobs	0 Scheduled Jobs	0 Past Jobs	10 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	
Wed, 6/1/2016	All Day	Sick	✖ Remove
Thu, 6/2/2016	8:00 AM - 4:00 PM	Vacation	✖ Remove
Fri, 6/3/2016	8:00 AM - 4:00 PM	Vacation	✖ Remove
Sat, 6/4/2016	8:00 AM - 4:00 PM	Vacation	✖ Remove
Sun, 6/5/2016	8:00 AM - 4:00 PM	Vacation	✖ Remove
Mon, 6/6/2016	8:00 AM - 4:00 PM	Vacation	✖ Remove
Tue, 6/7/2016	8:00 AM - 4:00 PM	Student teaching	✖ Remove
Wed, 6/8/2016	8:00 AM - 4:00 PM	Vacation	✖ Remove
Tue, 6/14/2016	8:00 AM - 12:00 PM	Student teaching	✖ Remove
Tue, 6/21/2016	8:00 AM - 12:00 PM	Student teaching	✖ Remove

To cancel a non-working day: Non-working days>Remove>Remove

To change time: Unclick all day and enter the time you are not available otherwise leave all day

To add more than one non-consecutive non-working day (example, Tuesdays and Thursdays) follow second left diagram for each day.