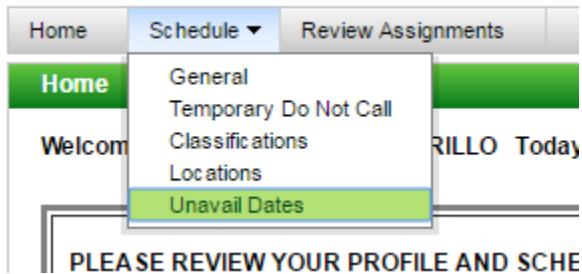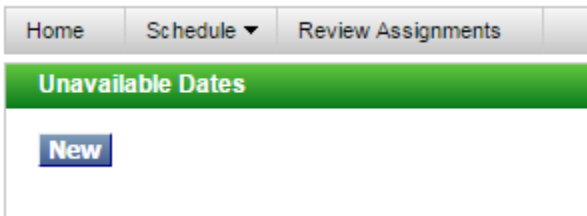**UNAVAILABLE DATES**

This is a modification to your availability; these dates are limited and expire. When setting the unavailable date, you can indicate whether you want job offers during the unavailable dates – for jobs that occur when these dates expire.
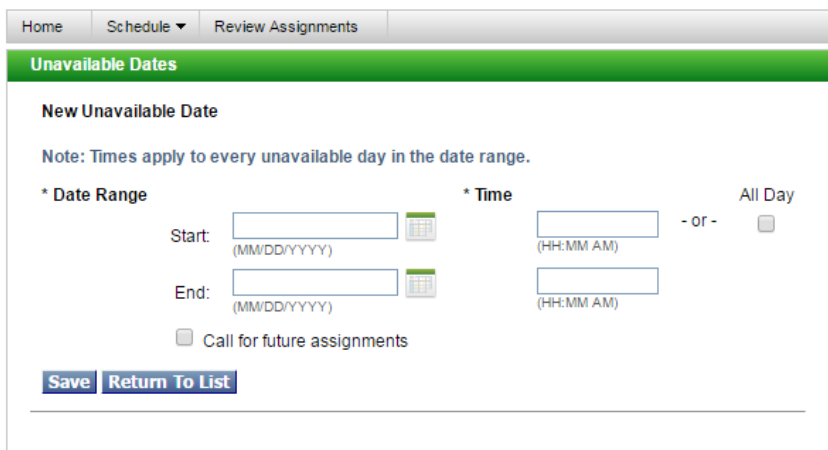
Go to your profile:
Schedule
Unavail Dates

Select New

Enter your date Range – Can be for a single day or a range of dates. System will limit date range to 30 days..

Remember to select "Call for future assignments" if you want to receive jobs offers during your unavailable dates.

Save your selections.

You can have multiple entries and we encourage you to enter all days you will be unavailable for the school year. You do not need to take any further action. When the date(s) expire you will be available for calls. This prevents unwanted calls from the system and ensure you get calls for only the days you are available to work.