

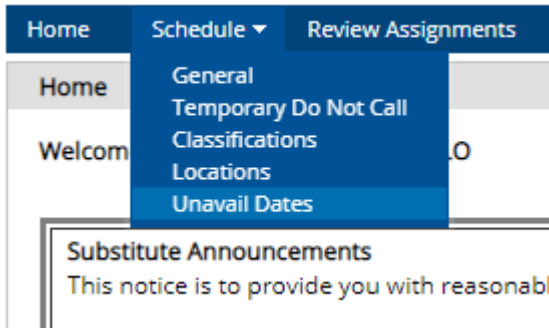
## UNAVAILABLE DATES

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.

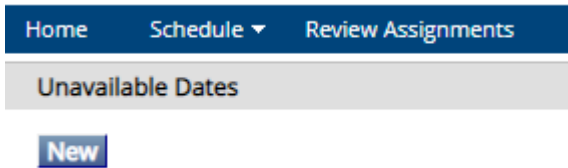
Go to your profile:

Schedule

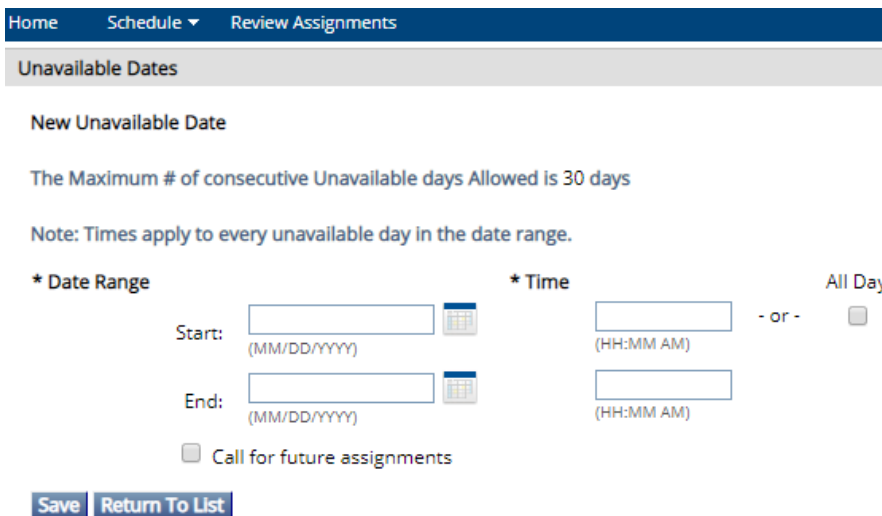
Unavail Dates



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..

A screenshot of the 'New Unavailable Date' form. At the top, there is a dark blue navigation bar with 'Home', 'Schedule', and 'Review Assignments'. Below this is a light gray header with the text 'Unavail Dates'. The main content area has the title 'New Unavailable Date' and a note: 'The Maximum # of consecutive Unavailable days Allowed is 30 days'. Below this is another note: 'Note: Times apply to every unavailable day in the date range.' The form has two main sections: '\* Date Range' and '\* Time'. The '\* Date Range' section has two input fields for 'Start:' and 'End:', each with a calendar icon and the format '(MM/DD/YYYY)'. The '\* Time' section has two input fields for time, with the format '(HH:MM AM)', and an 'All Day' checkbox. There is also a checkbox labeled 'Call for future assignments'. At the bottom of the form are two buttons: 'Save' and 'Return To List'.


Unavailable Dates


New Unavailable Date

The Maximum # of consecutive Unavailable days Allowed is 30 days

Note: Times apply to every unavailable day in the date range.

\* Date Range

Start:    
(MM/DD/YYYY)

End:    
(MM/DD/YYYY)

Call for future assignments

\* Time

- or -  All Day

(HH:MM AM)

(HH:MM AM)

Save Return To List

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

Save your selections.

Unavailable Dates

Profile update successful.

New

Unavailable Date List

Delete?	Start Date	End Date	Start/End Time
<input type="checkbox"/>	<u>11/04/2019</u>	11/29/2019	All Day

Delete

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.