Staff Availability - An Overview

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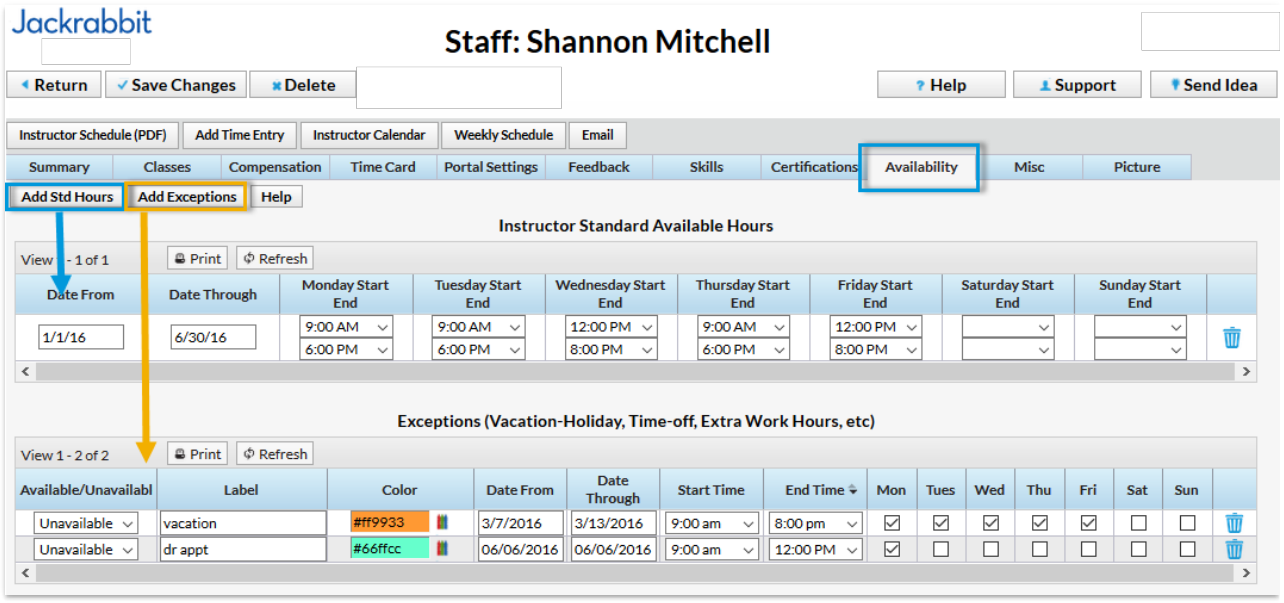
You have the option of adding availability (standard hours worked) and exceptions (blocks of time that override standard hours - i.e. vacation, etc.) for instructors. The Availability / Exceptions feature prevents the necessity of creating empty 'place holder' classes to indicate when an instructor is available by adding visual color-coding on the *Day View Calendar*. See **Calendars / Schedules.**

A user must have the*Availability* permission in the *Staff* section to see the*Availability* tab. See **System Management: Manage Users** for more information.

*The Availability tab works only in combination with the**Day View calendar** and does NOT impact the **Time Clock** feature.*