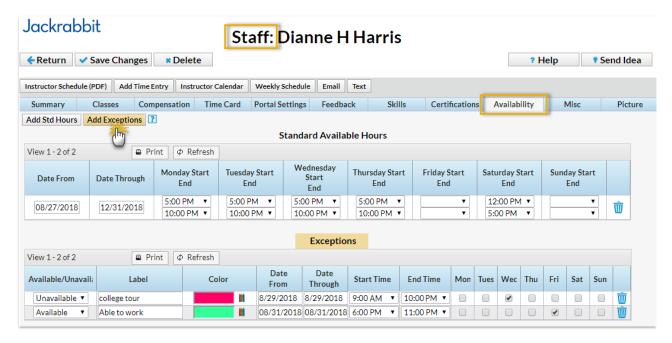# Add Exceptions to a Staff Member's Availability

Last Modified on 11/03/2020 12:31 am EST

Exceptions to a staff person's standard work hours could include vacation days, scheduled appointments, etc. They can also be instances where a staff person is available on a non-standard day.

To add an exception

1. Point to **Staff** in the menu bar and click**List Active Staff**.
2. Click a staff **name**.
3. Click the**Availability** tab.
4. Click the**Add Exceptions** button and add exceptions.
5. Click the**Crayon** icon to color-code the exception. This color will display on the*Day View* calendar to highlight the exception.
6. **Save Changes**.

To delete an exception, click the**Trash Can** icon next to the exception you want to delete.

Exceptions display on the Day View calendar in the color you've selected.

Day View Calendar

		Unassigned	S. Andrews	D. Harris	J. Linton
Skills:			Gymnastics		Swim
All Day					
11am	:00			college tour	
	:15				
	:30				
	:45				
12pm	:00				

		Unassigned	S. Andrews	D. Harris	J. Linton
Skills:			Gymnastics		Swim
All Day					
11am	:00				
12pm	:00				
1pm	:00				
2pm	:00				
3pm	:00				
4pm	:00				
5pm	:00				
6pm	:00			able to work	
	:15				
	:30				
	:45				
7pm	:00				
	:15				