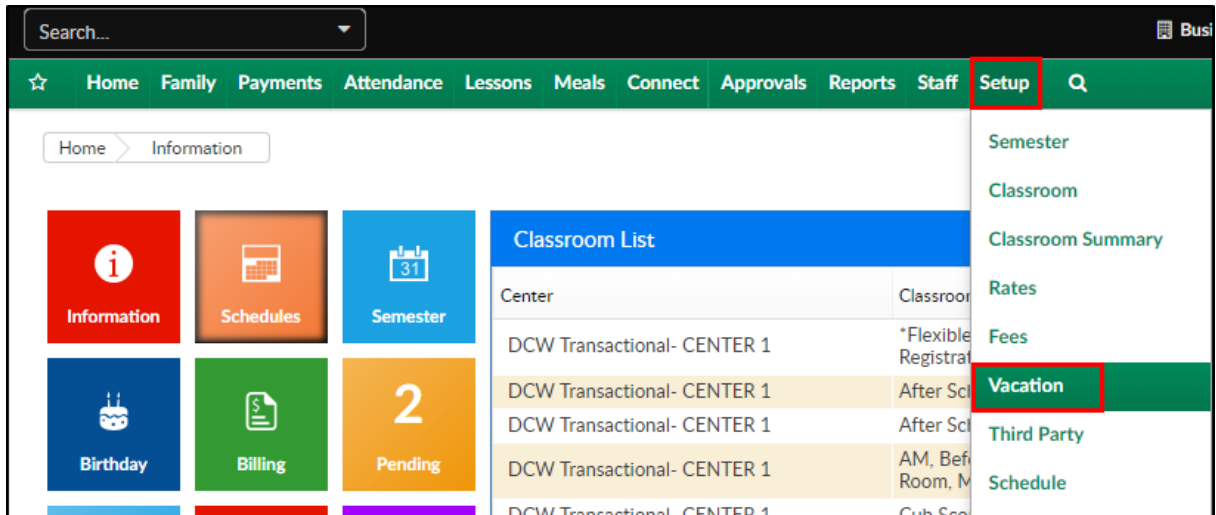


Setup > Vacation

Last Modified on 10/11/2023 7:27 pm EDT

The Setup > Vacation screen allows an admin to set up how many vacation days each student should receive per the days they attend.

1. Click Setup, then select Vacation



2. Enter the effective date for the vacation policy

The screenshot shows the 'New Vacation Setup' form. The 'Effective Date' field is highlighted with a red box and contains the date '01/01/2019'. Below this field are five rows for 'One Day:', 'Two Days:', 'Three Days:', 'Four Days:', and 'Five Days:', each with an empty input box. A green 'SAVE' button is located at the bottom left of the form.

3. Enter the number of vacation days available per year a student would have based on how many days they are scheduled to attend. For example, a student who attends two days a week would potentially receive fewer vacation days than a student who attends five days

The screenshot shows the 'New Vacation Setup' form with numerical values entered in the day-based fields. The 'Effective Date' field contains '01/01/2019'. The 'One Day:' field contains '5', 'Two Days:' contains '6', 'Three Days:' contains '7', 'Four Days:' contains '8', and 'Five Days:' contains '10'. A green 'SAVE' button is located at the bottom left of the form.

4. Click Save
