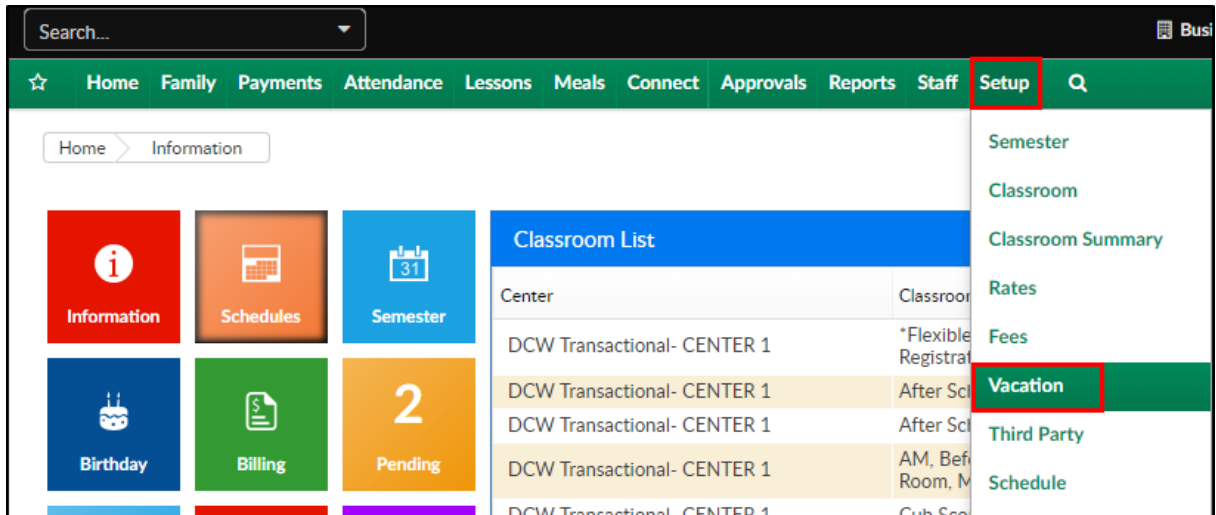# Setup > Vacation

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

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

4. Click Save