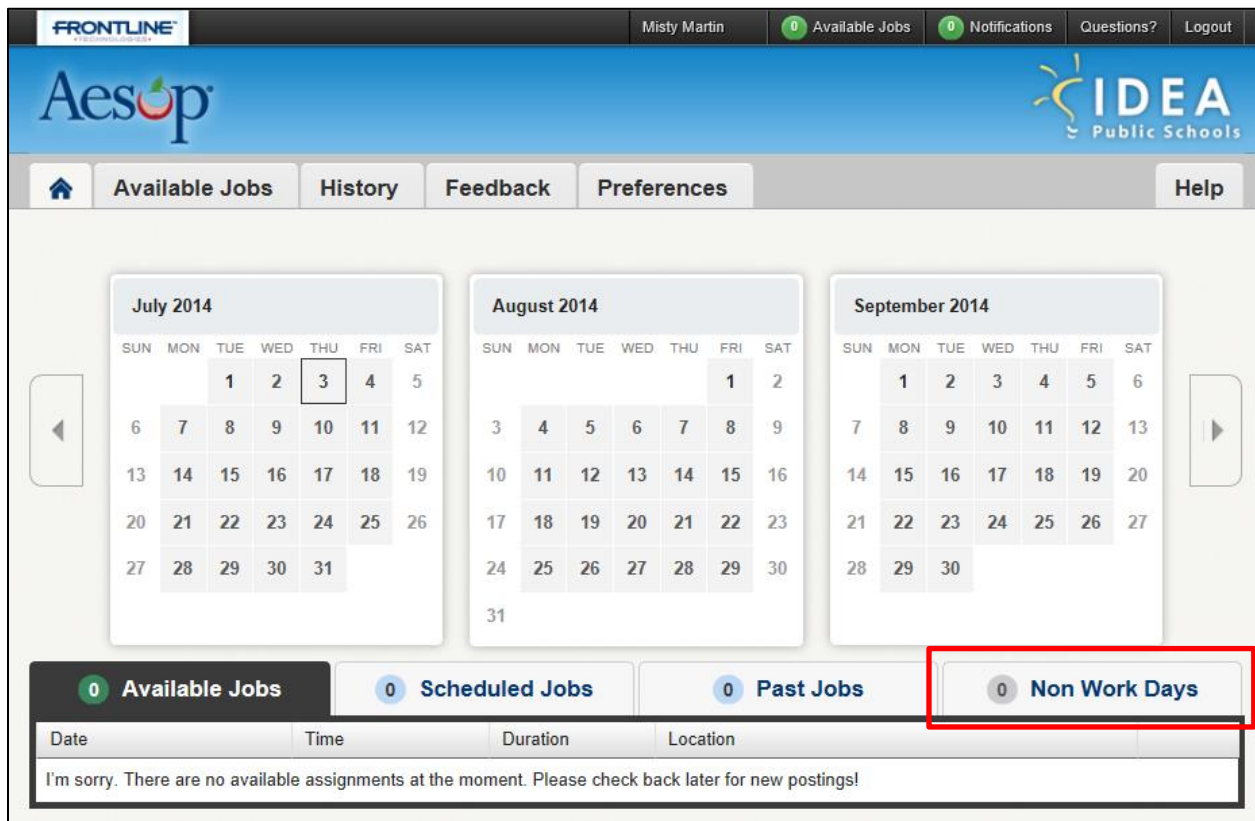


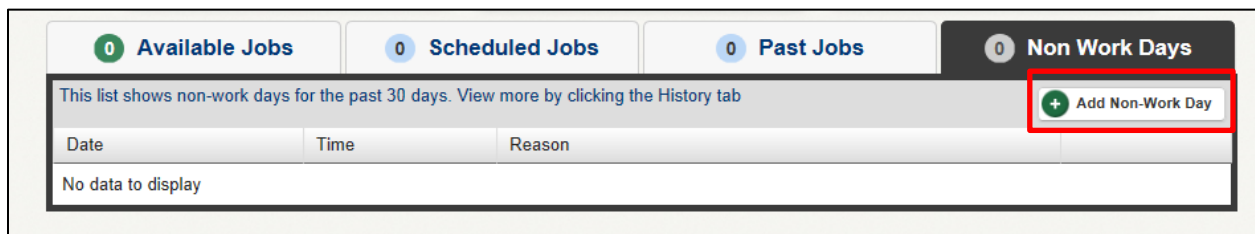
Adding Non-Work Days to your Aesop profile

Step 1: Log into Aesop system using the credentials provided by IDEA Public Schools “Welcome” email.

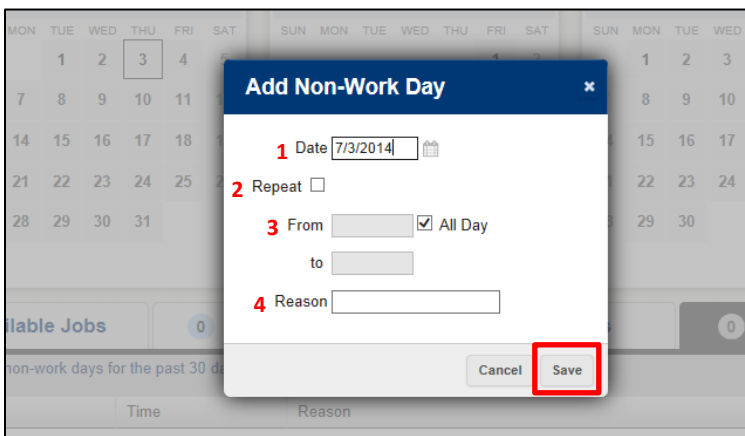
Step 2: In your home page, click on the “Non Work Days” tab below.



Step 3: Then, click on the icon “Add Non-Work Day”.



Step 4: The following window will come out, indicate the following fields and click “Save” when complete.



- 1-** Date of the “Non-Work Day”
- 2-** For multiple days, select the “Repeat” box
 - This will allow you to indicate the exact end date of your leave
- 3-** If you would like to select specific times (*ex. only available Half Days*), unmark the “All Day” box and indicate the times you are unavailable to work on the “from” and “to” box
- 4-** Indicate the reason of your leave or unavailability to work

