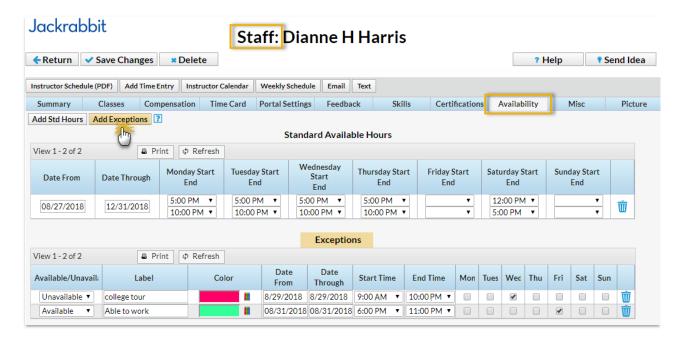# Add Exceptions to a Staff Member's Availability

Last Modified on 12/04/2018 2:06 pm 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.