



# Blocked Days

A blocked day prevents employees from taking time-off for a scheduled time period. You can create this during special events or high business days.

**Note:** Managers can override the blocked day and apply time off

To create a blocked day:

1. Go to the **Settings** icon.
2. Select **Blocked Days** under the *Time-Off* section from the left side of the page.
3. Select **Add Blocked Day** in the top-right corner.
4. Enter the details and select **Save Blocked Days**.