# How to Add All-Day Time Off in Shop Bookings

Shop Bookings · https://haircutnow.com/docs/how-to-add-all-day-time-off-in-shop-bookings/

**Package requirement:** Shop Bookings is included only with **Shop Complete**.

Use time off for vacations, holidays, and other full-day absences.

## Add time off

1. Open **Booking → Settings**.
2. Select the correct **Team member**.
3. Find **Add time off** and choose **Full day or multiple days**.
4. Enter the first date in **From**.
5. Enter the last date in **Through**.
6. Add a **Reason** if needed.
7. Select **Add time off** and wait for **Saved.**

For a single day, use that date in both fields.

## Review time off

Review **Time off at this shop**. Check the dates and team member, then verify availability on the public booking page. Time off across all booking profiles is shown separately and is managed by the staff member from their listing account.

## Existing appointments and corrections

Review appointments already scheduled during the absence and arrange any needed changes with the customers. Do not assume adding time off cancels or reschedules them.

For a shorter absence, choose **Part of one day** and enter the start and end on the same date in the shop’s time zone. To correct a shop-specific entry, use **Remove**, review its confirmation, then add the correct time off.