How to Set Premium Booking Hours, Breaks, and Time Off

Premium Listings – Online Booking · https://haircutnow.com/docs/how-to-set-premium-booking-hours-breaks-and-time-off/

Availability determines which times clients can reserve on your Premium individual listing.

Set weekly hours

1. Sign in and open My Appointments.
2. Choose **Availability**.
3. Review your business/provider time zone.
4. Set working days and start/end times.
5. Add breaks when you cannot take appointments.
6. Save your changes.

A service must fit inside an available period. A 45-minute service cannot fit in a 30-minute opening.

Block time away

In **Availability**, find **Time Off / Block Time**. Choose a full day, a multi-day absence, or specific hours. Enter the period and save.

Time off blocks new booking slots and does not send customer notifications. It can affect the provider’s other Haircut Now booking profiles as well.

If time off conflicts with an appointment

Existing appointments are protected. Review the conflict and reschedule or cancel the customer’s appointment, with their agreement, before blocking that period.

Remove time off

Find the saved entry and use its remove action when you want that period available again. The normal weekly schedule still applies.

Check the public result

Open your listing and select a service to review available times. Check service duration, breaks, appointments, and time off if the expected slot is missing.

Changes to hours do not automatically reschedule existing appointments.