

## CREW Time: Holiday Handling

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### Holidays

Crew Time has logic to recognize our holidays, both in terms of store closure and your own demand trends

#### Things to consider:

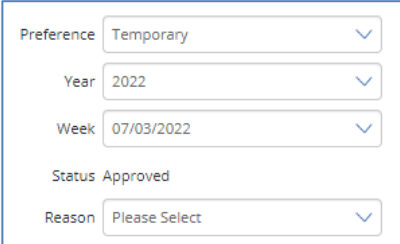
- The system will recognize that you are closed – Monday holidays, for example
  - Demand will not be forecast for that day, and people will not be scheduled
  - Demand trends leading up to and after the holiday will reflect your store's unique history
  - The system will not auto-schedule a full timer's additional day off.
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### Using Availability

The Best Practice for days off in a holiday week is to **Add** a Temporary availability, with the employee's preferred day off indicated as unavailable.

Do this before the schedule runs on Wednesday morning.

Temporary availability applies for the week you select, then reverts to the employee's previous Permanent availability profile.



A screenshot of a web form for adding temporary availability. The form has five fields: 'Preference' (dropdown menu showing 'Temporary'), 'Year' (dropdown menu showing '2022'), 'Week' (dropdown menu showing '07/03/2022'), 'Status' (text field showing 'Approved'), and 'Reason' (dropdown menu showing 'Please Select').

### Goal

Our goal for this recommendation is to reduce the number of edits that are required when your schedule is generated.

Accurate and timely information in CREW Time always help to produce a more accurate schedule.

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### Contact

If you have any questions, please email [wfmteam@discounttire.com](mailto:wfmteam@discounttire.com).

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