Adding an Absence Variation

absence-help.frontlineeducation.com/hc/en-us/articles/115003384748-Adding-an-Absence-Variation-

There may be times when you need to create an absence that is a little more complicated.

Variation Example

Let's say you need to account for a family illness as day *one* of the absence and you want to take a personal day for day *two* of the absence. For these unique scenarios, you can create variations within the "Advanced Mode" of the absence creation tool.

In the "Create Absence" tab on the home page, click the **Advanced Mode** button.

This selection will open the absence creation page. Here, you can add absence variations for more advanced absences.

Let's say you want to create an absence similar to the one we described above (a different absence reason on each of two days). While in Advanced Mode, fill out the top section as if you were creating an absence just for the first day, as outlined here.

Then, once complete, click the button **+ Add New Variation**.

This will expand the absence creation area with a new section called "Variation #2".

In this new area, you can enter the information for the second day of the absence. This allows you to use one absence reason for the first day and a completely different absence reason for the second day.

 Pro Tip: Remember, you can add as many Variations as needed to account for your unique situation.

Once you have finished with the variations and are ready to save, click the **Create Absence** button.

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