Fundly Connect – Team Vacation 2
For Team Captain (MOW)

Team Captains and Admins can schedule Time Offs for their teams. Volunteering schedules that fall on the time off dates are removed from the team and its members' schedule.

Scheduling Time Off for the Team

Team Captains will be able to schedule time offs for the team by clicking on the 'Schedule Time Off' button on your Team Dashboard.

A 'Schedule Time Off' popup will come up where you must select the type and date range of the time off. You'll also have the option to enter the reason or any other comments on the 'Reason' field. Click Next.

The system will then process the time off schedule and will recognize if team volunteering schedule/s are impacted on those time off dates. The page will display all impacted opportunities and dates where you must confirm to proceed.

After the time off has been confirmed, it will remove all impacted schedules for both your team and members. And by this time, the owners of the impacted opportunities are notified of the team's time off.

Viewing Team Time Offs

As the Team Captain, you will find the details of your team's time off schedule on different places on your dashboard.

It will display a message at the top of the profile if the team is on time off, as well as the upcoming ones.

At the bottom of the team page, you will find the team's 'Time Off History'.

The team calendar will also highlight the time off dates and also remove existing schedules on those dates.

Cancelling Scheduled Time Off

There will be times that you decide to cancel the team's scheduled time off. This can be done by clicking on the cancel button found in many places on the team's dashboard.

On the team's dashboard, you can click on 'View Time Off History' message at the top of the page to open the team's time off history pop up, where you can click on the 'X' button to cancel.

You can also cancel from the 'Time Off History' section found at the bottom of the team dashboard.
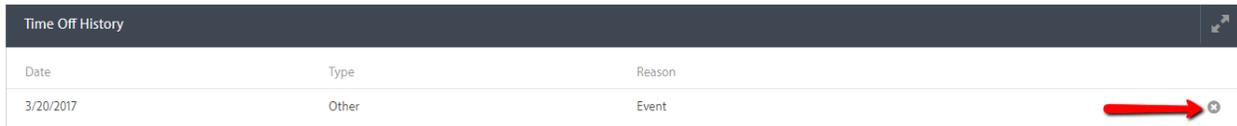
Once you cancel, the system will recognize the cancelled schedule/s due to the time off and you'll have the option to reschedule for all or selected open schedules.
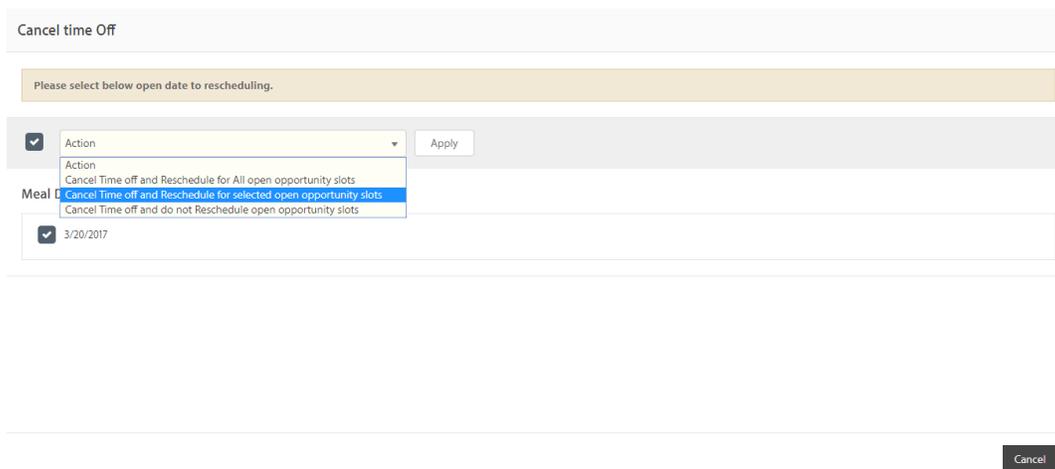
Once confirmed, you will find that schedules are added back to the team and the time off record is removed from the team's profile.

Member Scheduling a Time Off

If a team member schedules a time off, it will send out a notification to the Team Captain indicating the time off dates as well as impacted opportunities/routes (if any).

Once the schedule/route is open, you can then assign it to a different team member instead.

Important points to remember:

➢ Organization Admins can also schedule time offs for the Team. Once scheduled, the Team Captain shall receive an email notification of the Time Off schedule and its details.