

# Business Days

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With **Business Days**, admins can set your team's business days and non-business days, all Requests honor your team's working days.

## Working with Business Days & Non-Business Days

Setting business days and non-business days will affect how the minimum lead time is calculated in Requests, the duration values in reports, and how days are displayed in [Workload](#)

(<https://guide.lytho.com/help/resource-management-workload>).

Let's look at two different scenarios around a new Request coming in on a Monday, where there's a 7-day lead time before the due date can be set. Our stakeholder wants their work done as soon as possible, so they'll choose the earliest possible due date on the 7th day.

In the first scenario, no days are set as non-business days, so the due date will be that Sunday.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7- Due Date

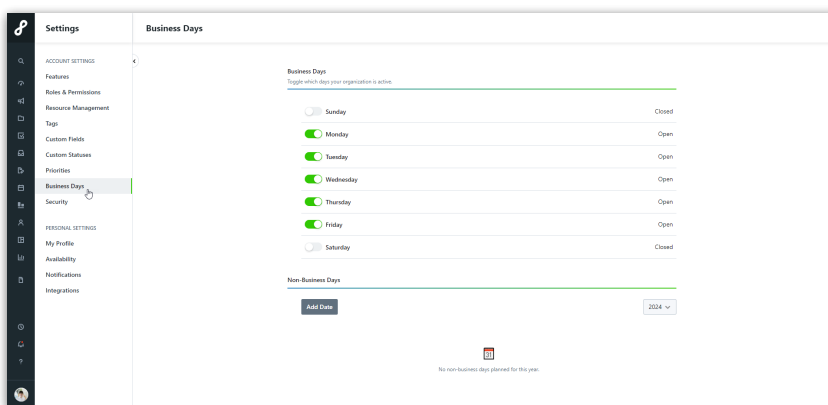
In the second scenario, Saturday and Sunday are non-business days, so the due date will be the following Tuesday.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
1	2	3	4	5	Non-Business Day	Non-Business Day	6	7- Due Date

## Enabling Business Days

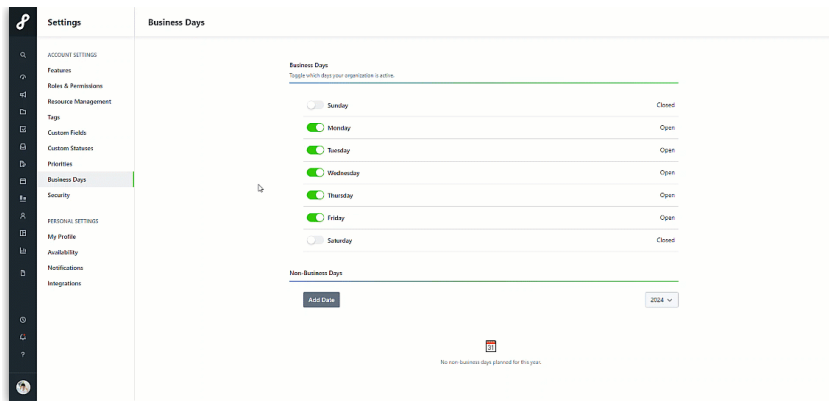
By default, business days are set to Monday through Friday. Users with the Manage Account Settings permissions (<https://guide.lytho.com/help/managing-roles-and-permissions#assigning-permissions>) can toggle those days in

**Account Settings > Business Days.**



## Enabling Non-Business Days

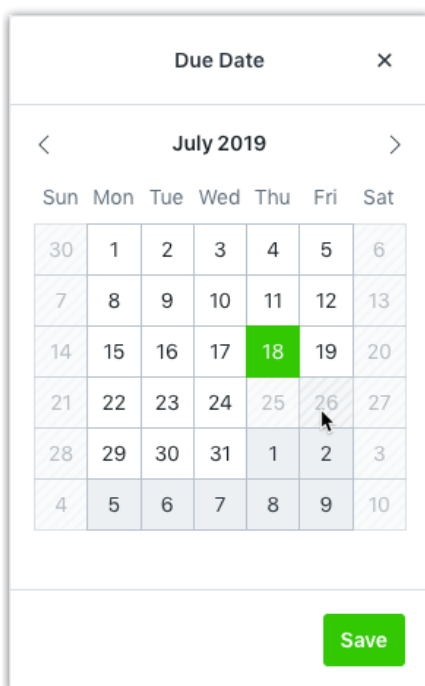
Add non-business days for singular dates like company holidays or team off-sites by selecting **Add Date** below **Non-Business Days**.



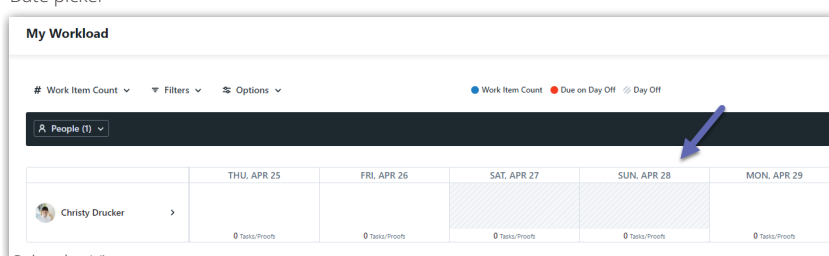
## Business Days in Date Fields

All date fields throughout the system will apply your business day settings, including start dates and due dates in work and Requests, Calendar, and [Workload](https://guide.lytho.com/help/resource-management-workload) (<https://guide.lytho.com/help/resource-management-workload>).

Users will not be able to select non-business day Due Dates on intake forms. If you have an additional date field on your intake form, the non-business day will be grayed out but is still selectable. When setting dates on work items, Users will be warned if they select a non-business day but the date will still be selectable.



Date picker



Calendar Views



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