**Expected Excel Formats:**

**Faculty Unavailability Format 1 (Individual Entries):**

| **Faculty** | **Date** | **Shift** |
| --- | --- | --- |
| John Doe | 2024-06-01 | First Half |
| John Doe | 2024-06-02 | Second Half |
| Jane Smith | 2024-06-01 | First Half |

**Faculty Unavailability Format 2 (Summary):**

| **Faculty** | **First Half Dates** | **Second Half Dates** |
| --- | --- | --- |
| John Doe | 01-06-2024, 02-06-2024 | 03-06-2024 |
| Jane Smith | 01-06-2024 | 02-06-2024, 03-06-2024 |