bCal - Out of Office Instructions

Create a new all day meeting.
Add supervisors or other people who need to know your schedule.
Mark time as available.
Repeat for as many days as you will be out of the office.
Next, create a new event from 8:00-6:00 or the appropriate work hours. Mark time as busy.
Repeat for as many days as you will be out of the office.
When complete your calendar should look something like this: