

## **Request Time off**

You can request time off for partial day, single day or multiple days. The request will be sent to your manager. You will receive a notification once your manager approves/denies it.

To request a time off:

- 1. Go to Schedule tab.
- 2. Select the date you would like to request time off for.
- 3. Enter time off details.
- 4. Select **Request.**