

How to request and approve time off

Last Modified on 09/02/2026 12:42 pm EDT

Request time off

- Go to HR or Time Off.
- Click Request Time Off.
- Choose the type (vacation, sick, personal), dates, and any notes.
- Submit.

Approve time off

Managers and administrators see pending requests on the dashboard or in HR.

- Open the request.
- Approve or decline, and add a note if needed.

Approved time off appears on the calendar so coverage is visible to the team.