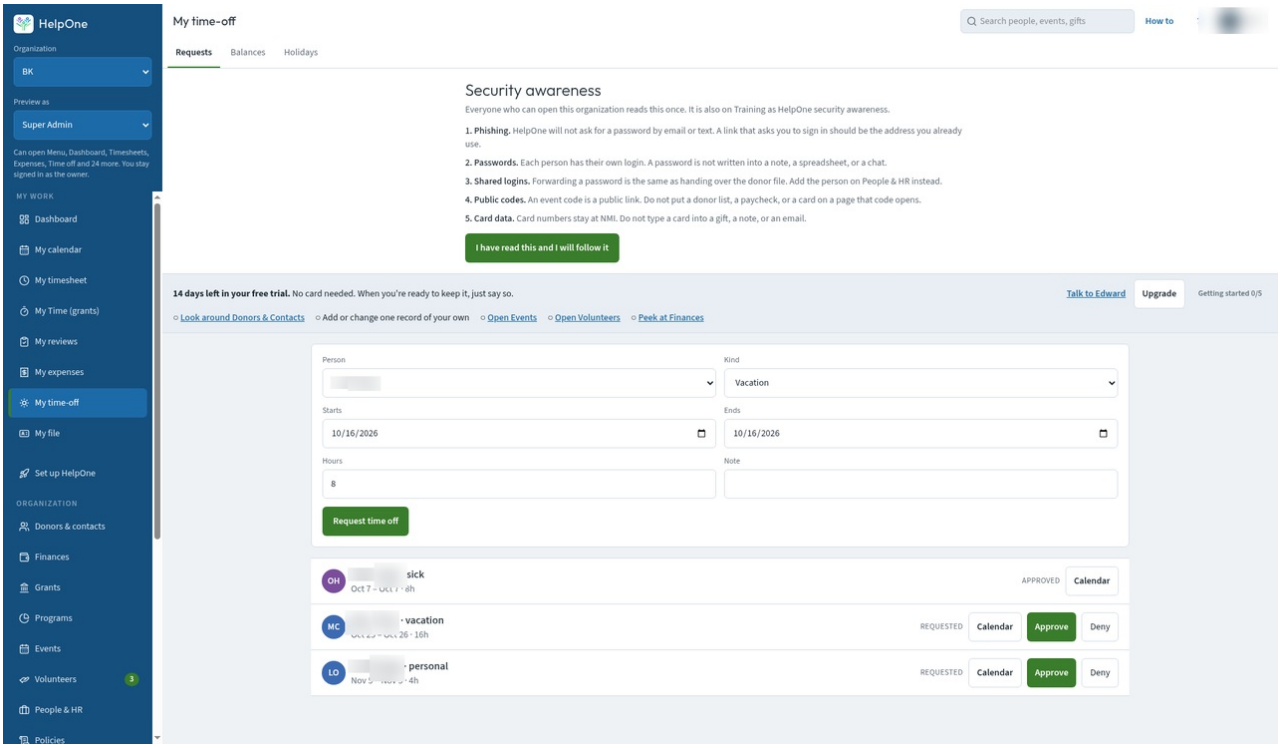
How to request and approve time off

Last Modified on 10/16/2026 7:14 am EDT

Request time off

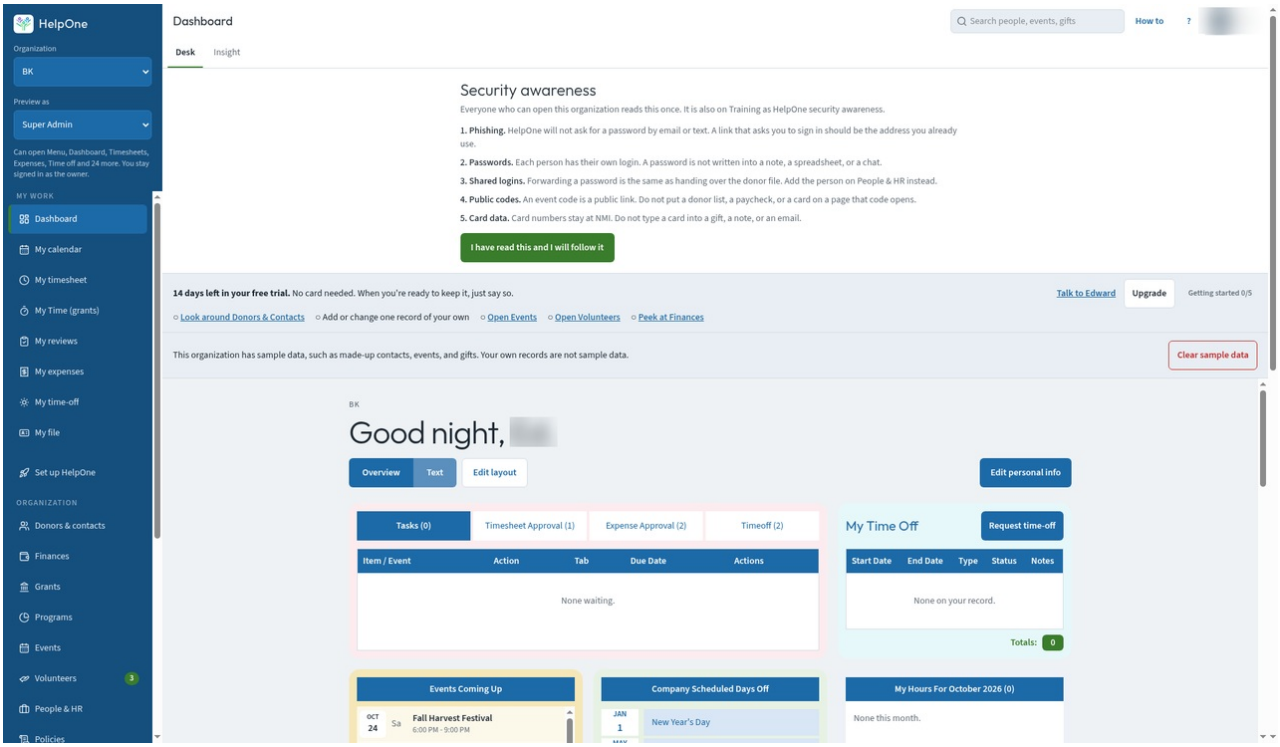
1. In the sidebar, go to My work > My time-off.
2. Pick the Kind (for example, vacation, sick, or personal).
3. Enter Starts, Ends, Hours, and a Note.
4. Click Request time off.

You can also click Request time-off on the My Time Off card on the Dashboard.



Approve time off

1. Open My work > Dashboard. Requests waiting for you are on the Timeoff tab of the queue. Or go to My time-off.
2. Click Approve or Deny.
3. Click Calendar to add it to your calendar.



The whole team's time off and holidays are in People & HR > Time & leave.