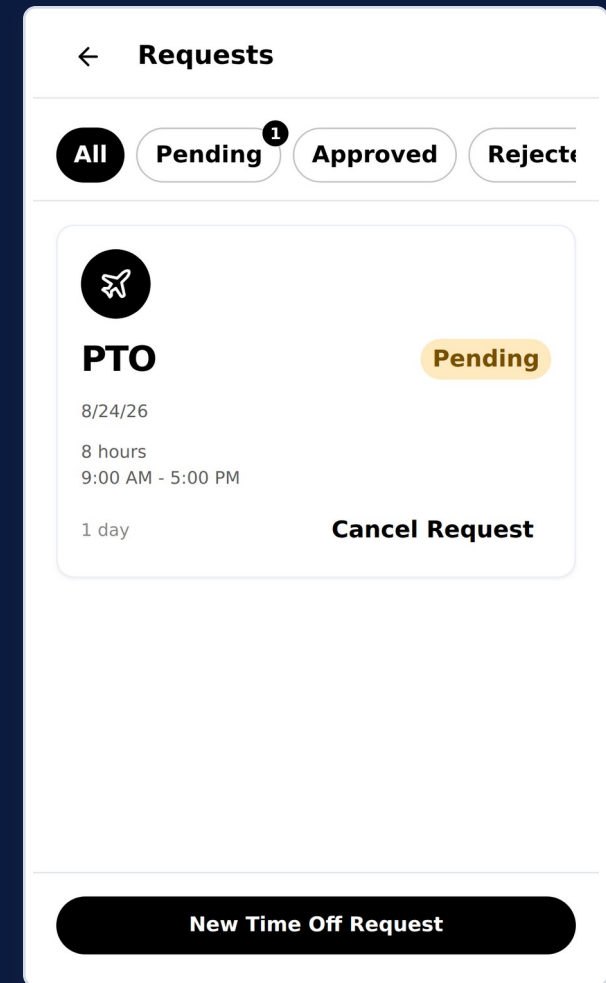


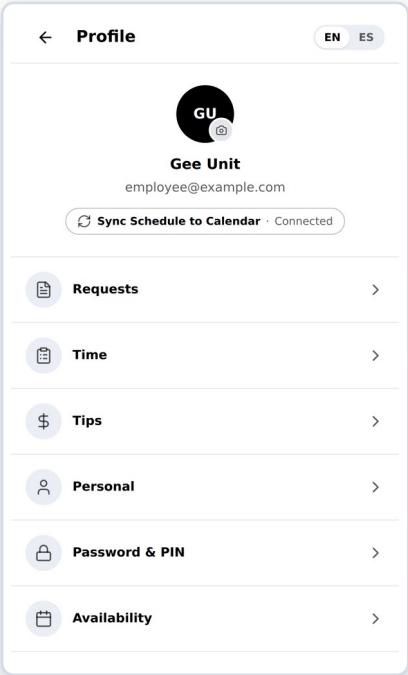
# Requesting time off

Book vacation, sick leave or unpaid time straight from your phone, and track where the request stands.

Mobile app · Requests

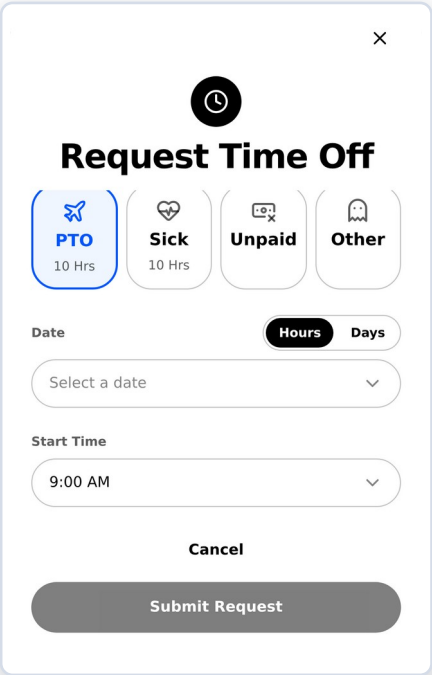


# Three things to fill in



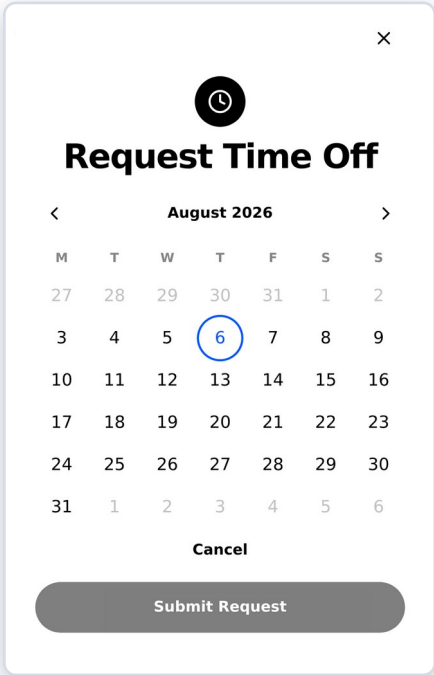
**1. Open your Profile**

Tap your initials in the top right of any tab, then tap Requests.



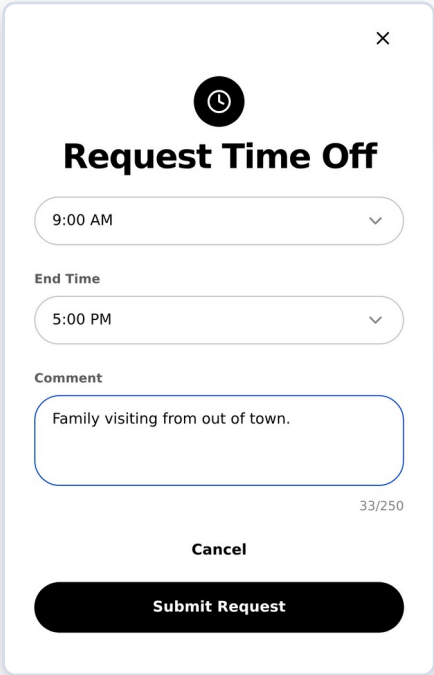
**2. Pick the type**

PTO, Sick, Unpaid or Other. PTO and Sick show the hours you have left, and Hours or Days sets how much of the day you're taking.



**3. Choose the day**

Tap Select a date and pick it from the month.



**4. Add a reason, then submit**

Set the times, write one line in Comment, and Submit Request comes to life.

# Tracking your request

1

## It shows as Pending

Find it under Requests, on the All or Pending tab. It also appears on your Schedule on the day you asked for.

2

## You can cancel it yourself

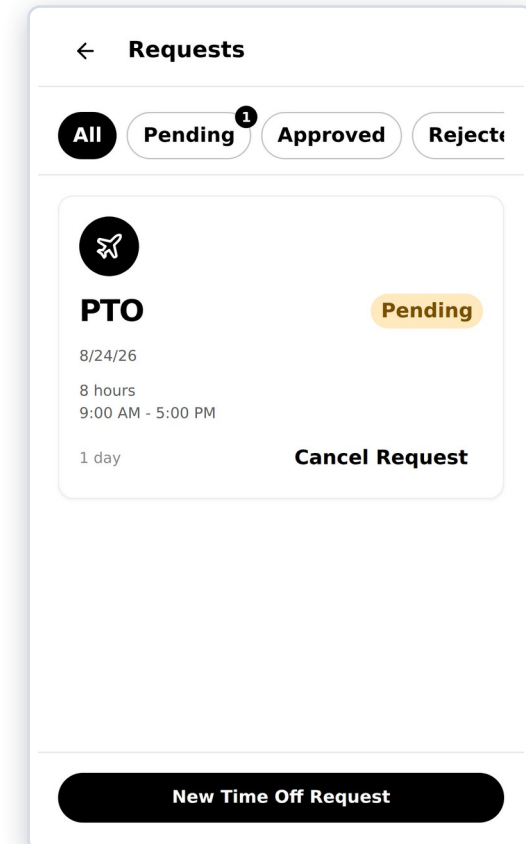
Open the request and tap Cancel Request — while it's still pending, you don't need your manager to do it.

3

## Notice periods apply

Most stores require about two weeks' notice, so the calendar won't let you pick dates sooner than that. Sick leave is exempt — book it for any date.

**Your balances are on the form:** the PTO and Sick buttons show how many hours you have left before you choose.



*Your request, waiting on your manager*