

# Manage Availability & Time-Off

Last Modified on 10/03/2023 11:51 pm MDT

Employees can submit requests of Availability and Time Off for manager approval or Managers can enter known Availability and Time Off on behalf of the employee.

## Availability

(regular week to week pattern of employee availability)

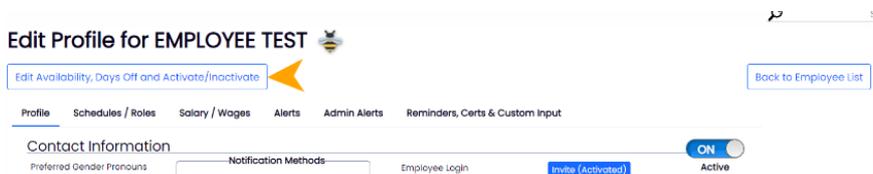
1. From the main Toolbar please select **Employees**.



2. Find and select employee.



3. Click on "**Edit Availability, Days Off and Activate/inactivate**" button.



Alternately you can navigate directly to this section of their profile by clicking the employees name from schedules, or the calendar icon from the employee's page. f



4. Select employee's **Availability** tab, and select **Set New Availability**.



5. Select the days or partial days that the employee can **NOT** work, and **Submit Request**.

Set company wide boundaries for employee availability hours in "General Settings->Other Settings"

**Set New Availability**

RED is when you can not work,  is when you are available for your shift to begin and end. NOTE don't miss filling out the Min/Max to the left for hours and/or number of shifts.

All filled times are NOT workable.

Begin these preferences on:

Min (/week): Hrs  Shifts

Max (/week): Hrs  Shifts

	12a	1a	2a	3a	4a	5a	6a	7a	8a	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p	8p	9p	10p	11p
Sun	<input type="checkbox"/>																							
Mon	<input type="checkbox"/>																							
Tue	<input checked="" type="checkbox"/>																							
Wed	<input type="checkbox"/>																							
Thu	<input type="checkbox"/>																							
Fri	<input type="checkbox"/>																							
Sat	<input type="checkbox"/>																							

+ Alternate Week

Comment:

**Submit Request**

Existing Availability Requests

### 6. Final Step: **Approve** and **Save!**

**Existing Availability Requests**

Preferences started on: **May 22, 2023**

Min (/week): Hrs  Shifts

Max (/week): Hrs  Shifts

	12a	1a	2a	3a	4a	5a	6a	7a	8a	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p	8p	9p	10p	11p
Mon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																			
Tue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fri	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Requested  **Save**

**Approve**

**Deny**

**Cancelled**

An employee can request availability for a manager's approval. View the Employee Requests section of your Dashboard as shown below (or Mobile App) to see pending employee requests.

**My Work Preferences**

**Days Off**

**Blackout Date Ranges**

No Blackout Dates

**Existing Days Off Requests**

Mon Jul 31, 2023 to Mon Jul 31, 2023 - 1 day requested May 15, 2023 **In Review**  
 Comment: Test annual leave updated May 15, 2023

Tue Aug 1, 2023 to Fri Aug 18, 2023 - 18 days requested Apr 30, 2023 **In Review**  
 Comment: Annual Leave Request Test updated Apr 30, 2023

**Availability**

Preferences started on: **May 22, 2023**

Min (/week): Hrs 0 Shifts 0  
 Max (/week): Hrs 0 Shifts 0

**Pending**

	12a	1a	2a	3a	4a	5a	6a	7a	8a	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p	8p	9p
Mon	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30
Tue	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30
Wed	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30
Thu	[Red Bar]																					
Fri	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30
Sat	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30
Sun	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30

## Future Availability

Future availability can be submitted as well (for instance if an employee's availability will change seasonally..)

Select **Set New Availability**, and select the applicable **start date** for the new availability

**Availability** Requested Days Off Work Active / Inactive Dates PTO / Policies

Time Off / Availability Approval by Full ADMIN Only  
 Set company wide boundaries for employee availability hours in "General Settings->Other Settings"

**Set New Availability**

RED is when you can not work, [ ] is when you are available for your shift to begin and end. NOTE don't miss filling out the Min/Max to the left for hours and/or number of shifts.

All filled times are NOT workable.

Begin these preferences on: **Jul 4, 2022**

Min (/week): Hrs 0 Shifts 0  
 Max (/week): Hrs 0 Shifts 0

**In Review**

**Comment:** [ ]

**Submit Request**

	12a	1a	2a	3a	4a	5a	6a	7a	8a	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p	8p	9p	10p	11p
Sun	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Mon	[ ]	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30
Tue	[ ]	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30
Wed	[ ]	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30
Thu	[ ]	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30
Fri	[ ]	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30	:30
Sat	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	

## Time-Off

(a day off or a time-period off, that is an exception to employee's regular pattern of availability)

1. Select the **Requested Days Off** tab
2. Select the **dates, Submit Request** and **Approve/Save**

Availability **Requested Days Off** Work Active / Inactive Dates PTO / Policies

Time Off / Availability Approval by Full ADMIN Only

**Blackout Date Ranges**

No more than 4 employees can request  
Feb 25, 2022 (Fri) - Forever

- Requests must be made with Comments

📍 Brooks  
FOH

Since Jan 1, 2022 you have taken **0** days off

**Request New Days Off**

From:  to

Employee Days Off by Month

12a 1a 2a 3a 4a 5a 6a 7a 8a 9a 10a 11a 12p 1p 2p 3p 4p 5p 6p 7p

Comment:

## Visual Flags on the Schedule

**Unapproved** or **Pending requests** are flagged on the schedule as shown. Click the flags to approve or deny.

	Availability Requested (Not yet Approved)	Time-Off Requested (Not yet Approved)		
<b>Sparrow, Ben Geoffrey</b> Hrs Worked: 0.00 Hrs: <span style="background-color: #ffc107; padding: 2px;">Appr Availability!</span>	OFF REQUEST	OFF REQUEST	OFF REQUEST	OFF REQUEST
<b>Wagner, Mason</b> Hrs Worked: 0.00 Hrs <sup>7-18</sup> : 0.00 Shifts <sup>1-3</sup> : 0				

Blocking dates from requests, see: <https://support.dolceclock.com/help/blocking-dates-from-time-off-requests>