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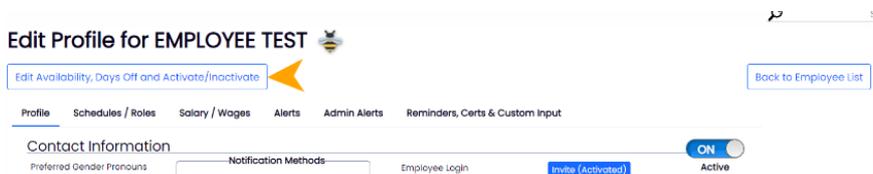
Alternately you can navigate directly to this section of their profile by clicking the employees name from schedules, or the calendar icon from the employee's page. f

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:
Apr 18, 2022

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

In Review ▾

	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
Tue
Wed
Thu
Fri
Sat

+ 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 **0** Shifts **0**
Max (/week): Hrs **0** Shifts **0**

Requested ▾   Save

Requested
In Review
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.

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

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**

Visual Flags on the Schedule

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

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