Time Off Request and Approval

The following describes employee time off, irrespective of the use of PTO, which is a separate module in Teamwork.

Manager Adding of Time Off (on behalf of an employee)
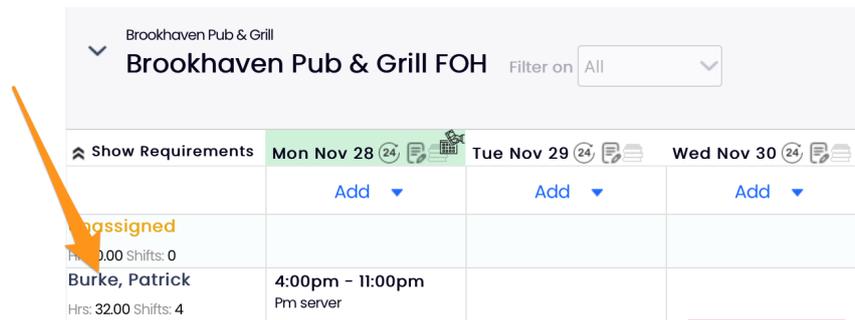
From The Employee Page select the Calendar
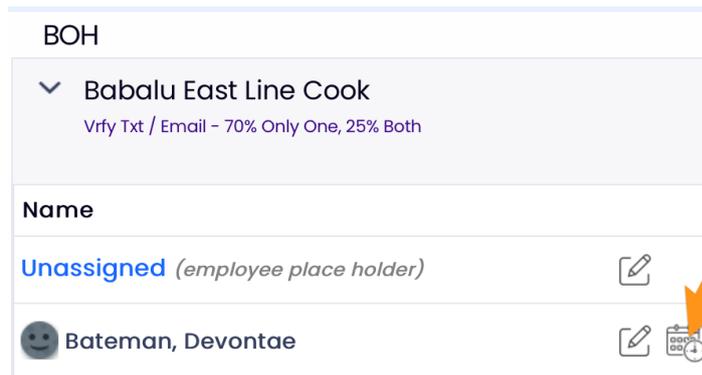
OR, From the Schedule click the employee name

Click **Request Days Off** tab

1. Enter Dates
2. Submit Request
3. Approve / Save
4. NOTE: The See All Employees icon will how all requested and approved time off for the schedule(s) selected in the dropdown when you click the calendar.

Availability and Days Off for Sample Employee

Edit Profile for Sample Employee

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

Blackout Date Ranges

No Blackout Dates

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

Request New Days Off   Employee Days Off by Month

From: Dec 14, 2022 to Dec 18, 2022

Select Specific Hours

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

Comment:

Approve ∨

Submit Request

See All Employees Time Off

After the time off has been approved, it will show with the**Approved** indication below:

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

Request New Days Off   Employee Days Off by Month

From: _____ to _____

Existing Days Off Requests

Tue Dec 13, 2022 to **Fri Dec 16, 2022** - **4 days** requested Dec 6, 2022   ⊗   **Approved**
by Tech Support
updated Dec 6, 2022

An employee can request off from Mobile or Desktop.

A Manager can approve from their dashboard, mobile, or from the same screen as shown above.

Existing Days Off Requests

ys requested Dec 6, 2022   ⊗   Requested ∨   Save
comments
updated Dec 6, 2022

Time off will show in the schedule view with a red flag.

- A manager will be unable to PASTE a shift which conflicts with availability. (note overriding is possible by holding down SHIFT + Paste)
- If a schedule is published which has a schedule conflict, the manager will be warned prior to completing the publish action.
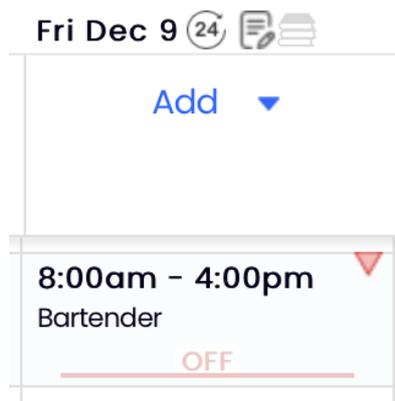
To block certain days from time off request, see: https://support.dolceclock.com/help/blocking-dates-from-time-off-requests

To view requests off on the Dashboard, and set email / push notify alerts, see: https://support.dolceclock.com/help/admin-alerts

For a PTO overview, see: https://support.dolceclock.com/help/pto-overview