



Requesting Time off

Learn how to request time off with
Workable



Prerequisites

Before you can submit time off requests in Workable:

- Your HR Admin must have assigned a work schedule to your profile
- You must accept the invitation to Workable from your HR Admin and login via your work email

Reach out to your HR Admin if you have trouble accessing Workable.

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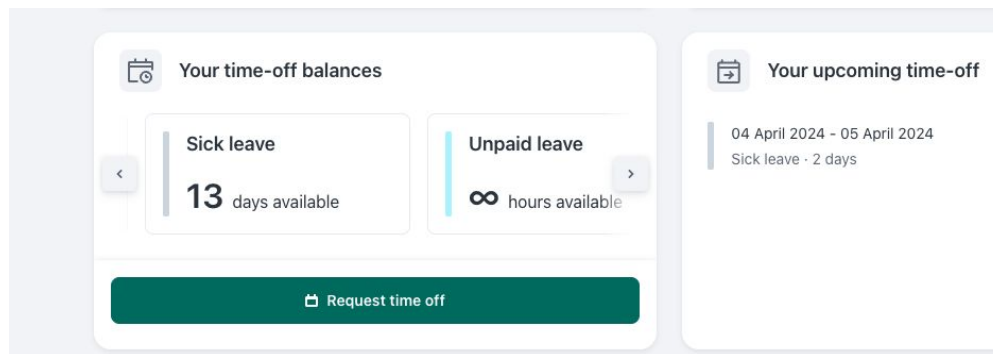
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1. View time of balances

View on your Homepage or navigate to the Time Off tab in your employee profile to [view time off balances](#), request time off, and more.

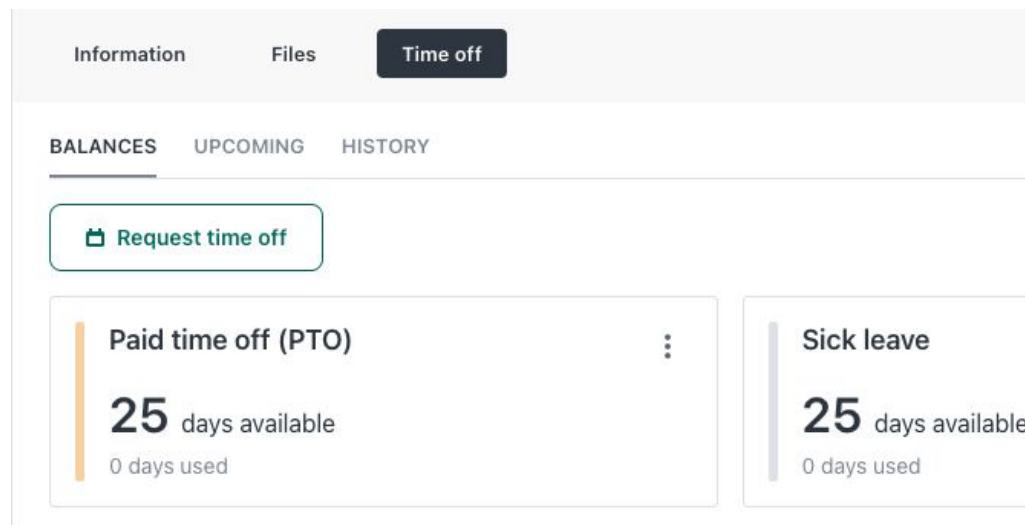
View the Homepage

1. Login or click the “W” to return to the Homepage.
2. Scroll until you see the **Your time-off balances** widget, you will see the types of time off you are assigned and the remaining balances you have for each type.



Navigate to Time Off

1. Click your user icon on the homepage of Workable
2. Click the **Time Off** app in your employee profile
3. Under the **Balances** tab, you will see the types of time off you are assigned, how many days you have used, and remaining balances you have for each type.



Tip: View your upcoming time off requests, and their status of approval under **Upcoming** and history of time off you've taken in the past under **History**

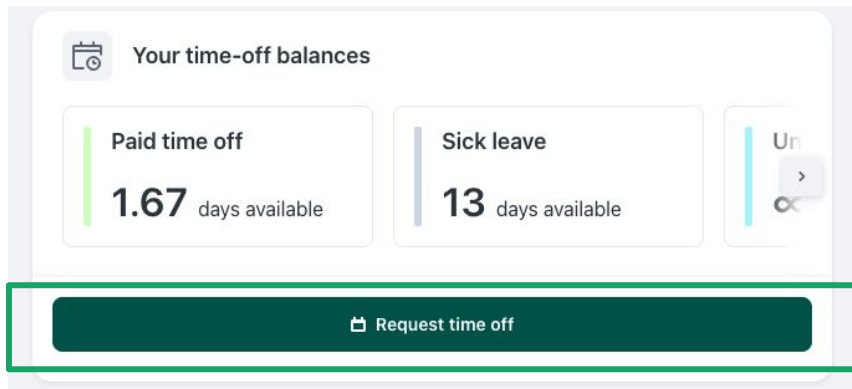


2a. Request time off

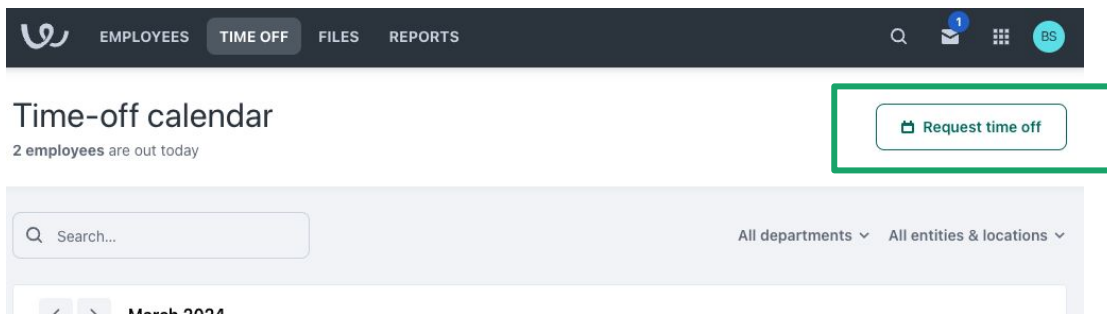
You can [request time](#) off via multiple methods. Choose what's easiest for you!

Request time off

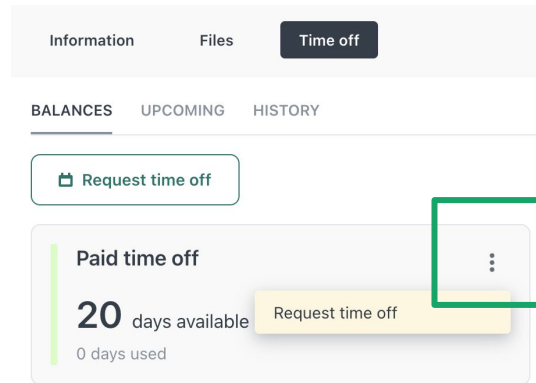
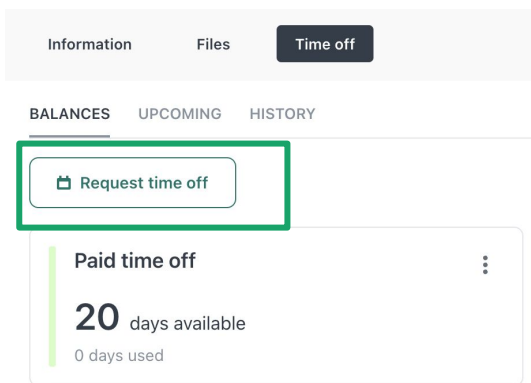
- From the Homepage click **“Request time off”** under your balances widget



- Navigate to the **Time off** page and use the **“Request time off”** button



- Time off can also be requested within the Time off section in your employee profile





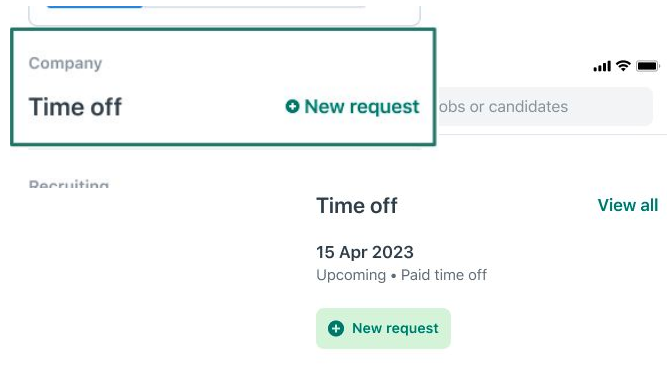
2b. Request time off on mobile

Mobile minded? Use the Workable app to request time off. Download the Workable mobile app for free on iOS and Android phones.



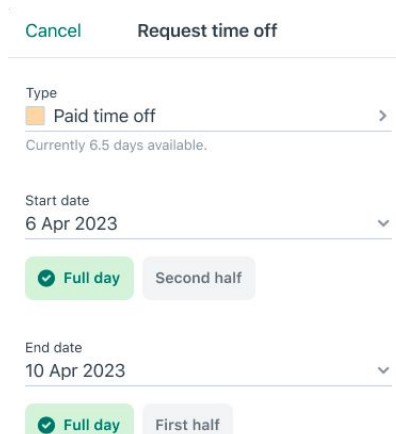
View or request time off

Any upcoming time off will be shown under the time off section on your app home page. Click **View all** to see a list of all your approved and pending upcoming time off requests. Click **New request** next to the time off section on your app home page to begin a request.

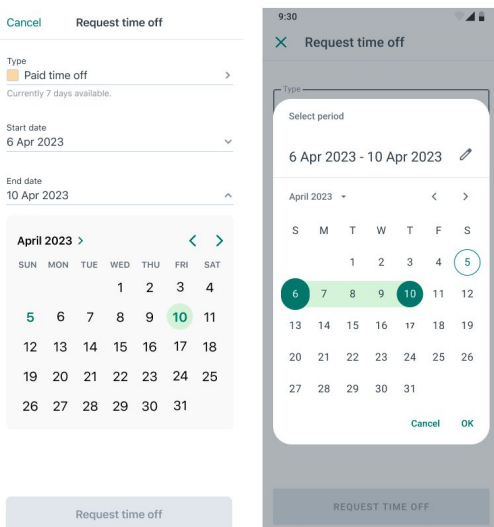


Select a time-off type and the dates

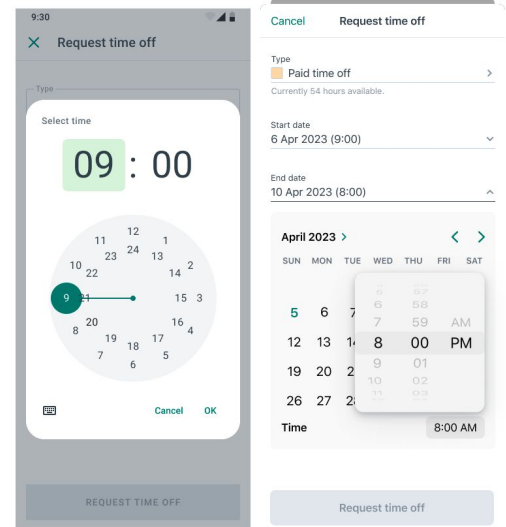
For time off types that are measured in full days, set the start and end date separately (in iOS) or select a date range (only available in Android).



For time off types that are measured in hours, you must also choose the start and end times for the first and last day after selecting both the start and end dates.



For time off types that are measured in half-days, you must select also if the first or last day will be half.





3. Set dates and times

Time off types can be measured in half-days, full days, or hours.

Select if your time-off request includes a half day

Select the first or last day which you will use as a half day. If you're only taking one half day, choose the same date for the start and end date and choose whether the half day will be the first or second half of the day.

JULY 2023 AUGUST 2023 ← →

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

First day

Second half

Last day

First half

Full day

First half

Hourly

Select the start and end times for your first and last day

← AUGUST 2023 →

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

From

7 August 2023

09:00

To

7 August 2023

10:00



4. Attach documents to requests

Some time-off policies may ask that you provide an attachment with your request

Attaching documents with a new request


Within the time-off modal, you may be required to upload documentation when requesting time off. This is dependent on the settings of the policy your HR admins have established.

Request time off Cancel [Request time off](#)

ⓘ Attachment required for Sick leave requests longer than 40 hours.

Attach a note from a medical professional

Upload attachment


Upload file or drag and drop here

Note (Optional)
+ Write a note

Attaching documents after you submit a request

Within your Upcoming and History tabs, any time-off request that requires an attachment and does not currently have one will be indicated with an “Attachment missing” message. Click the prompt or **View details** from the three dots to upload your document. Be sure to save the request after attaching the file.

27 September 2023 - 02 October 2023

Sick leave · 4 days

 **Attachment missing**



5. Cancel time off requests

Canceling upcoming time off requests

If you submitted a time off request but not longer need to take time off, navigate to your employee profile and then to the **Upcoming** subtab, click the three dots next to the request, and click **Cancel request**.

The screenshot shows the 'Time off' management interface. At the top, there are tabs for 'Information', 'Files', and 'Time off'. Below these are sub-tabs for 'BALANCES', 'UPCOMING', and 'HISTORY'. A 'Request time off' button is visible. The main table lists time off requests with columns for 'Time off', 'Status', and 'Last Modified'. A single request is shown with a 'Pending' status. A three-dot menu is open next to the request, showing 'View details' and 'Cancel request' options.

Time off	Status	Last Modified
17 July 2023 - 21 July 2023 Paid time off (PTO) · 5 days	Pending	14 July 2023 by [redacted]

Canceling historical time off requests

If the time off request has already started or is in the past, only an HR Admin can cancel the request



6. Calculate balances

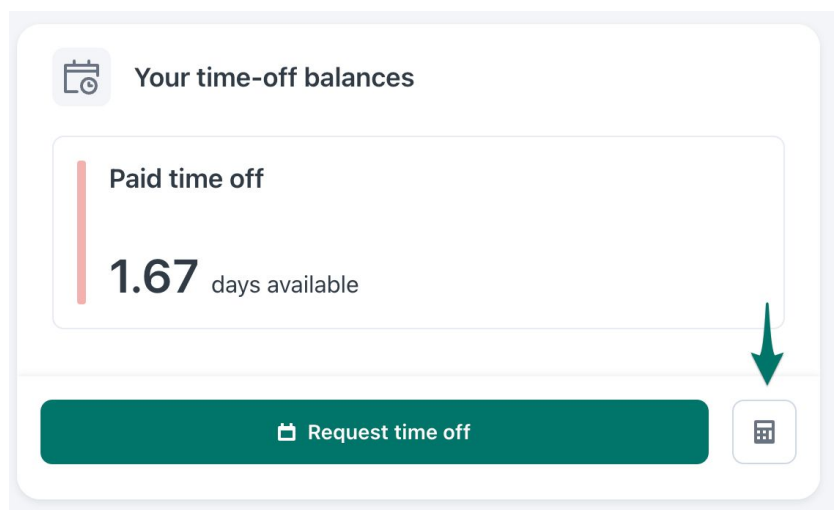
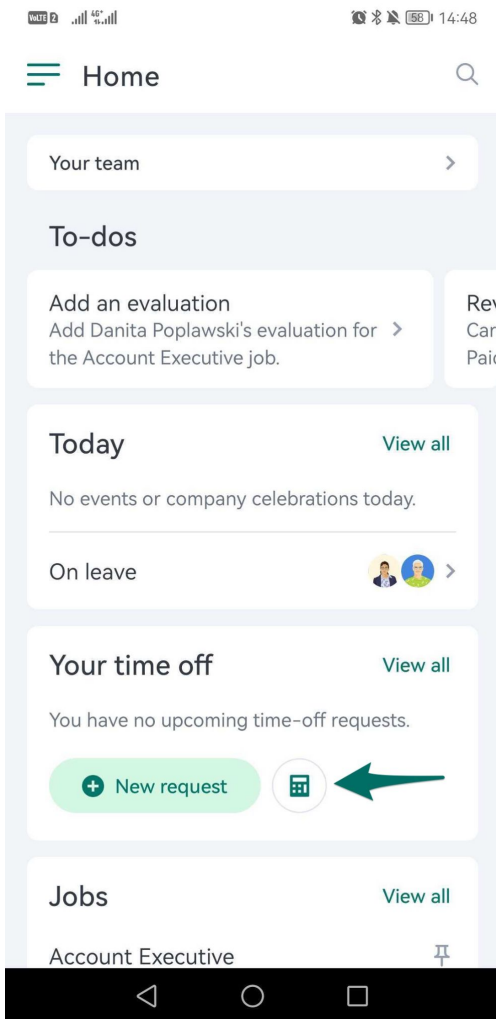
Calculating time-off balances

The time-off balance calculator enables employees to preview their time-off balance for a specific future date and time-off type.

- You can plan your time off/vacation in advance without calculating your accruals manually to see if you will have enough time for your vacation (especially for employees in countries like the US, where the time-off balance is accumulated throughout the year).
- You can be sure that your calculated balance is correct and is considering accruals, renewals, level changes, and any approved upcoming time-off requests.

You can access the calculator on both desktop and mobile apps for flexibility and convenience.

Click on the calculator icon on the 'Your time off' widget in the dashboard or from your time off page.





7. FAQs

Can I request different time-off types for the same period?

No. If you try to submit a time-off request while another has already been created for the same time-period, you will receive an error message and be unable to submit the request.

Can I create a time off request with amount bigger than my available time off?

Yes, but it is up to approvers of your request to determine if they will approve it or not.

Can I provide an attachment after I create a time-off request?

Yes, simply click View Details of your request and upload the document. If an attachment is required, you will be notified via email to upload a document the first day you return from your leave.



Support when you need it

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support@workable.com

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(3:00am - 5:00pm ET)

**Live chat and access support
resources by clicking your
user icon and then “Help”**
