

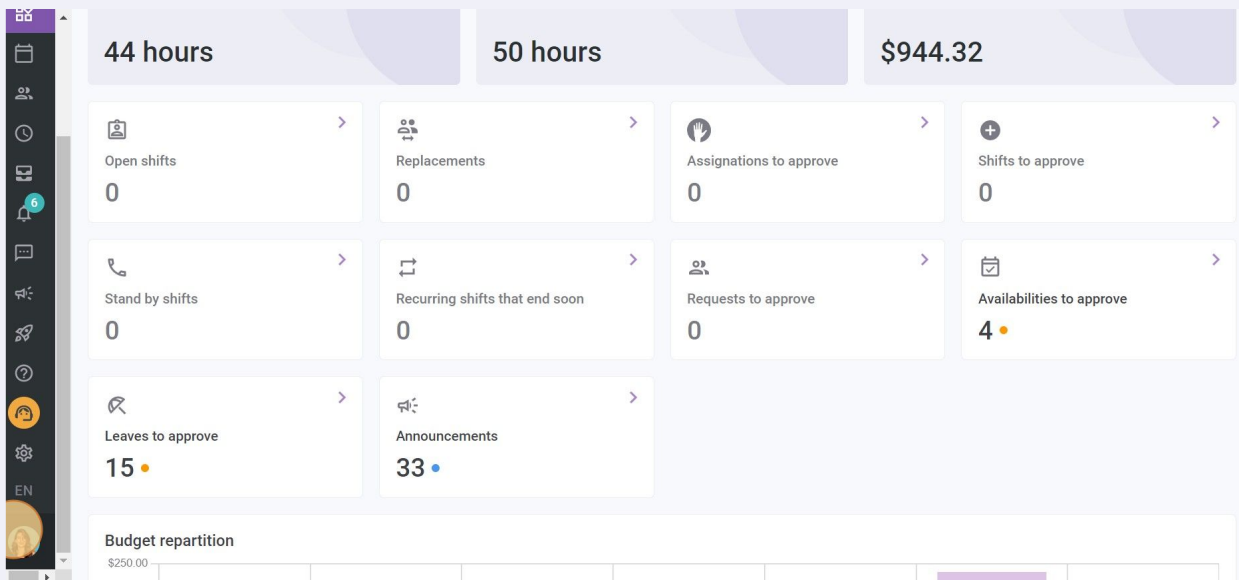
# How to create a leave request?



Learn how to create a leave request with Voilà!

1 Navigate to <https://console.voila.app/en/dashboard>

2 Click on your icon profile located at the bottom left of the screen



### 3 Click My profile

The dashboard displays several key metrics at the top: 44 hours, 50 hours, and \$944.32. Below these are eight cards representing different categories: Open shifts (0), Replacements (0), Assignations to approve (0), Shifts to approve (0), Stand by shifts, Recurring shifts that end soon (0), Requests to approve (0), and Availabilities to approve (4). A profile menu for Diane Smith is open, showing options for MY PROFILE, LOG OUT, and version information (v. 5.6.1 - Versions history - © Voilà! 2021).

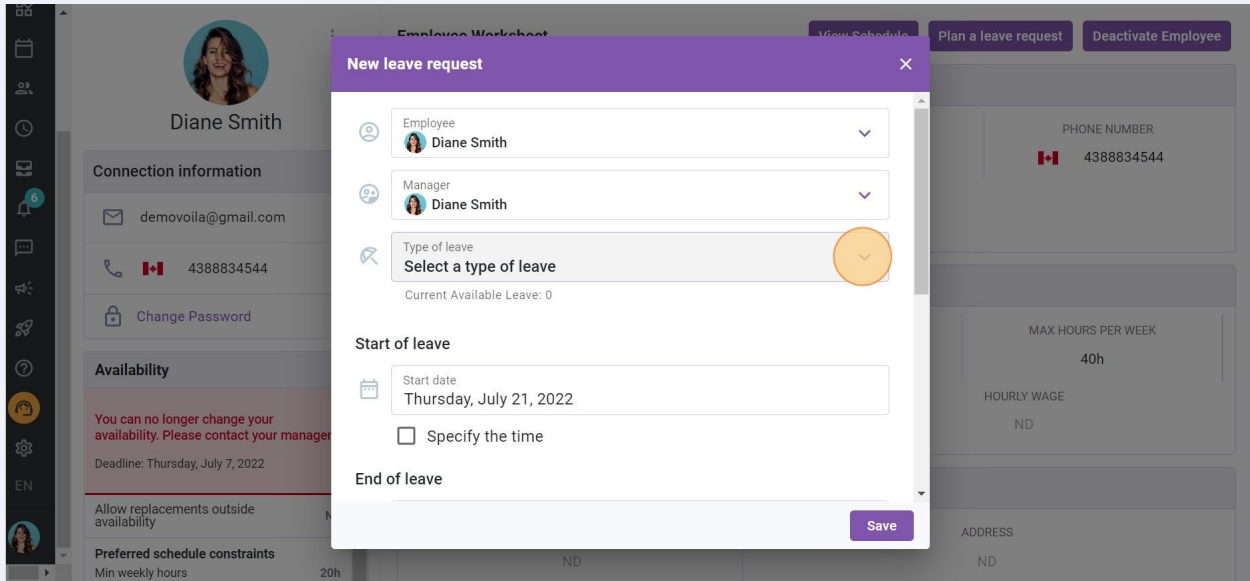
### 4 Select Plan a leave request

The Employee Worksheet for Diane Smith includes the following sections:

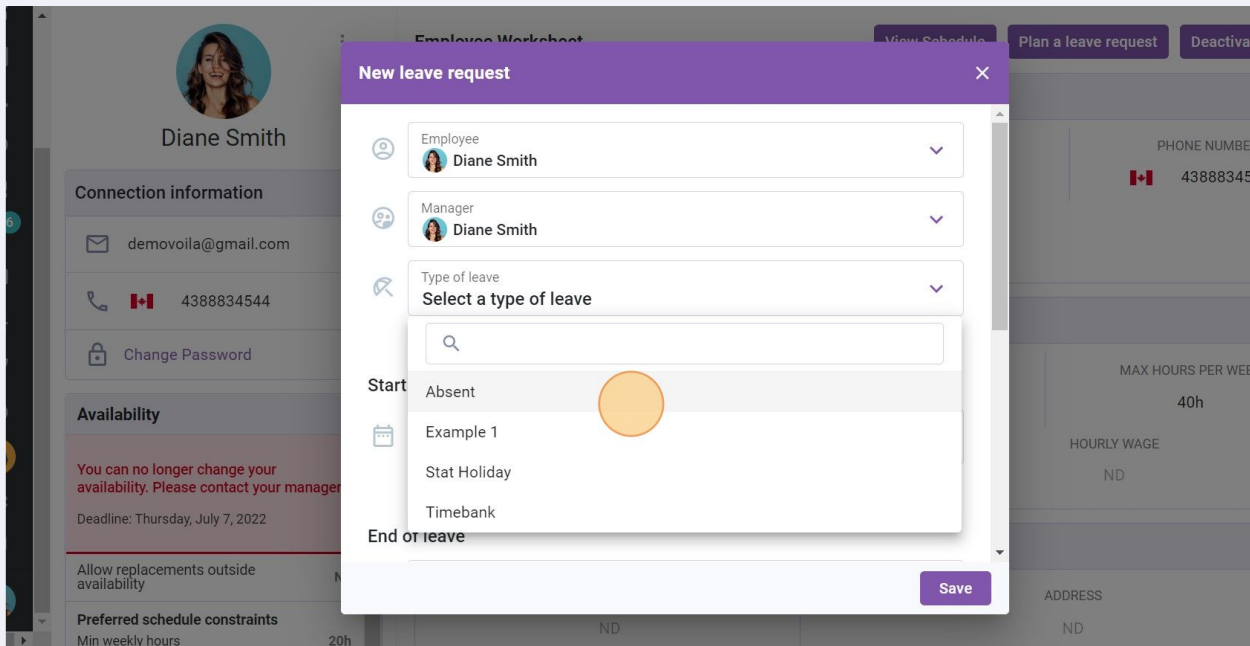
- Profile at Abridge:** ROLE (Admin), EMPLOYEE ID (ND), EMAIL (demovoila@gmail.com), PHONE NUMBER (4388834544), TIME CLOCK PIN (12345).
- General information:** STATUS (Full-Time), HIRING DATE (ND), MAX HOURS PER WEEK (40h), MAX HOURS PER PAY PERIOD (ND), HOURLY WAGE (ND).
- Additional information:** DATE OF BIRTH (ND), ADDRESS (ND).

On the left, the profile card shows connection information (demovoila@gmail.com, 4388834544) and availability details (No replacements outside availability, Preferred schedule constraints: 20h). A red warning message states: "You can no longer change your availability. Please contact your manager. Deadline: Thursday, July 7, 2022".

5 Click Type of leave drop down menu



6 Select the type of leave



## 7 Click Start date

**New leave request**

Employee: Diane Smith

Manager: Diane Smith

Type of leave: Absent  
Current Available Leave: 0 days

**Start of leave**

Start date: Thursday, July 21, 2022

Specify the time

**End of leave**

Save

## 8 Select the start date of the day off

**New leave request**

Employee: Diane Smith

Manager: Diane Smith

Type of leave: Absent  
Current Available Leave: 0 days

**Start of leave**

Start date: Thursday

Specify the time

**End of leave**

TODAY CANCEL

Save

## 9 Click Specify the time if required

**New leave request**

Diane Smith

Type of leave: Absent

Current Available Leave: 0 days

**Start of leave**

Start date: Friday, July 22, 2022

Specify the time

**End of leave**

End date: Friday, July 22, 2022

Specify the time

Save

## 10 Type the start time

**New leave request**

Diane Smith

Type of leave: Absent

Current Available Leave: 0 days

**Start of leave**

Start date: Friday, July 22, 2022

Start time: 0:00

Specify the time

**End of leave**

End date: Friday, July 22, 2022

Specify the time

Save

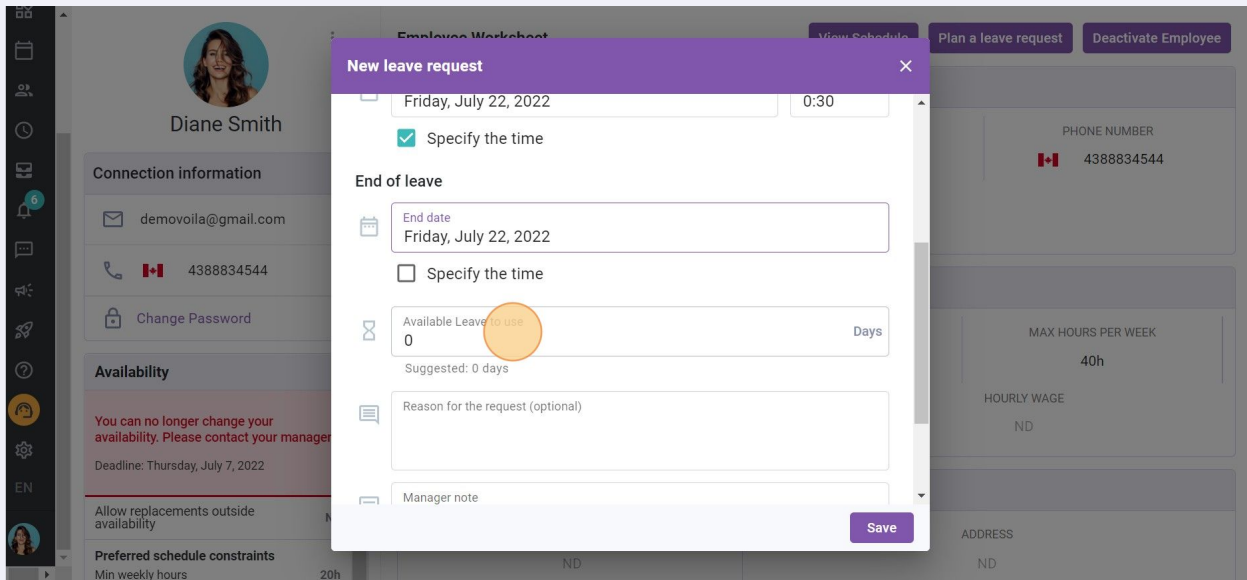
## 11 Click End date

The screenshot shows the 'New leave request' form for Diane Smith. The form is titled 'New leave request' and has a close button (X) in the top right corner. Below the title, it says 'Current Available Leave: 0 days'. The form is divided into two main sections: 'Start of leave' and 'End of leave'. In the 'Start of leave' section, there is a 'Start date' field with a calendar icon, containing 'Friday, July 22, 2022', and a 'Start time' field containing '0:30'. There is a checked checkbox labeled 'Specify the time'. In the 'End of leave' section, there is an 'End date' field with a calendar icon, containing 'Friday, July 22, 2022', which is highlighted with an orange circle. Below this is an unchecked checkbox labeled 'Specify the time'. There is also an 'Available Leave to use' field containing '0' and a 'Days' label. A 'Suggested: 0 days' label is also present. At the bottom right of the form is a 'Save' button. The background shows the employee's profile information, including contact details and availability settings.

## 12 Select the end date of the day off

The screenshot shows the 'New leave request' form for Diane Smith, with a calendar overlay open. The calendar is for July 2022 and shows the days of the week (S, M, T, W, T, F, S). The date July 22 is highlighted with an orange circle. The 'End of leave' field in the background form is also highlighted with an orange circle. The calendar has 'TODAY' and 'CANCEL' buttons at the bottom. The background form is the same as in the previous screenshot, showing the 'Start of leave' and 'End of leave' sections.

### 13 Type the number of days to be deducted from your leave bank



### 14 Click Save

