

# How to create a leave request



1 Navigate to the Voilà! web console. <https://console.voila.app>

2 Go into the Employees section.

The screenshot shows the Voilà! web console dashboard. The top navigation bar includes the Voilà! logo, a user profile icon for 'Gab Demo', and a date indicator for 'SEP 15'. The main dashboard area is titled 'Dashboard' and features several key metrics and navigation cards:

- Planned hours:** 112 hours
- Draft hours:** 0 hours
- Planned budget:** \$0.00
- Employees:** 21 (with a red dot indicating a notification)
- Open shifts:** 21 (with a red dot)
- Replacements:** 0
- Assignations to approve:** 0
- Stand by shifts:** 0
- Recurring shifts that end soon:** 0
- Requests to approve:** 0
- Leaves to approve:** 2 (with a red dot)
- Announcements:** 0

At the bottom, there is a 'Budget repartition' table with columns for budget amounts ranging from \$1.00 to \$0.50.

3

Select the desired employee. (If you are an employee on Voilà!) the only person you can create a leave request for is yourself)

**voilà!**

**Employees**

Name ↑	Status	Phone	Clocking ...	Email	Teams	Position
<input type="checkbox"/> AB Anne Bonesso 🚩	Full-Time		41624	demovoila+bonesso@...	Avant	Serveur Hôtesse
AM Anthony Michaud 🚩	Full-Time		27925	christianmichaud93+9...	Avant	Serveur Hôtesse
BA Bruno Aldik 🚩	Full-Time		96865	demovoila+aldik1@gm...	Avant	Serveur Hôtesse
BA Bruno Aldik 🚩	Full-Time		01730	demovoila+aldik@gma...	Cuisine	Cuisinier
CM Christian Michaud 🚩	Full-Time		68942	christianmichaud93@...	Avant	Serveur Hôtesse
CR Christine Rashford 🚩	Full-Time		20776	demovoila+rashford@...	Avant	Serveur Hôtesse
CH Claudia Hamilton 🚩	Full-Time		60483	demovoila+hamilton@...	Cuisine	Cuisinier
DG David Genest 🚩	Full-Time		99924	dgenest@voila.app	Avant	Serveur Hôtesse
DS Diane Smith 🚩	Full-Time		63626	demogvoila@gmail.com	Cuisine	Cuisinier
DM DJ Mullet 🚩	Full-Time		41908		Cuisine	Cuisinier
EM Elon Musk 🚩	Full-Time		98029	elonmusk@tesla.com	Avant	Serveur Hôtesse

4

Click on Plan a leave request.

**View Schedule** **Plan a leave request** **Deactivate Employee**

EMPLOYEE ID	EMAIL	PHONE NUMBER	TIME CLOCK PIN
ND	demovoila+bonesso@gmail.c...	🇨🇦 ND	41624

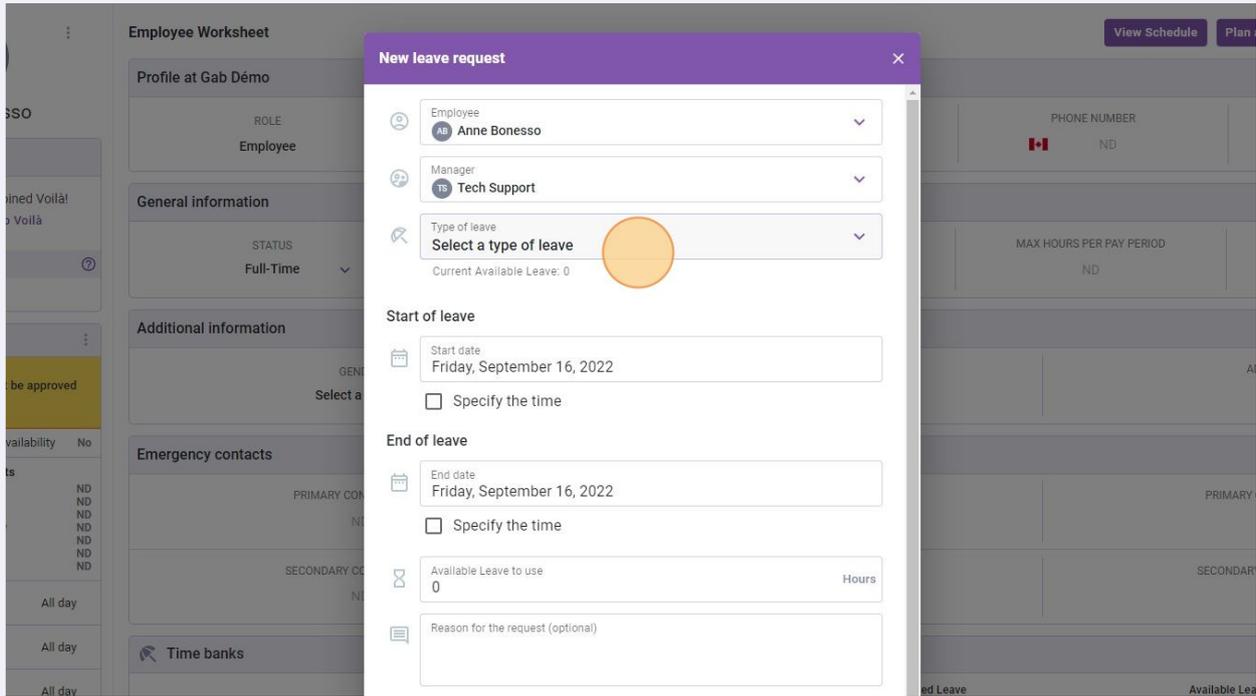
STATUS	HIRING DATE	MAX HOURS PER WEEK	MAX HOURS PER PAY PERIOD	HOURLY WAGE
Full-Time	ND	40h	ND	15\$

GENDER	DATE OF BIRTH	ADDRESS
Select a gender	ND	ND

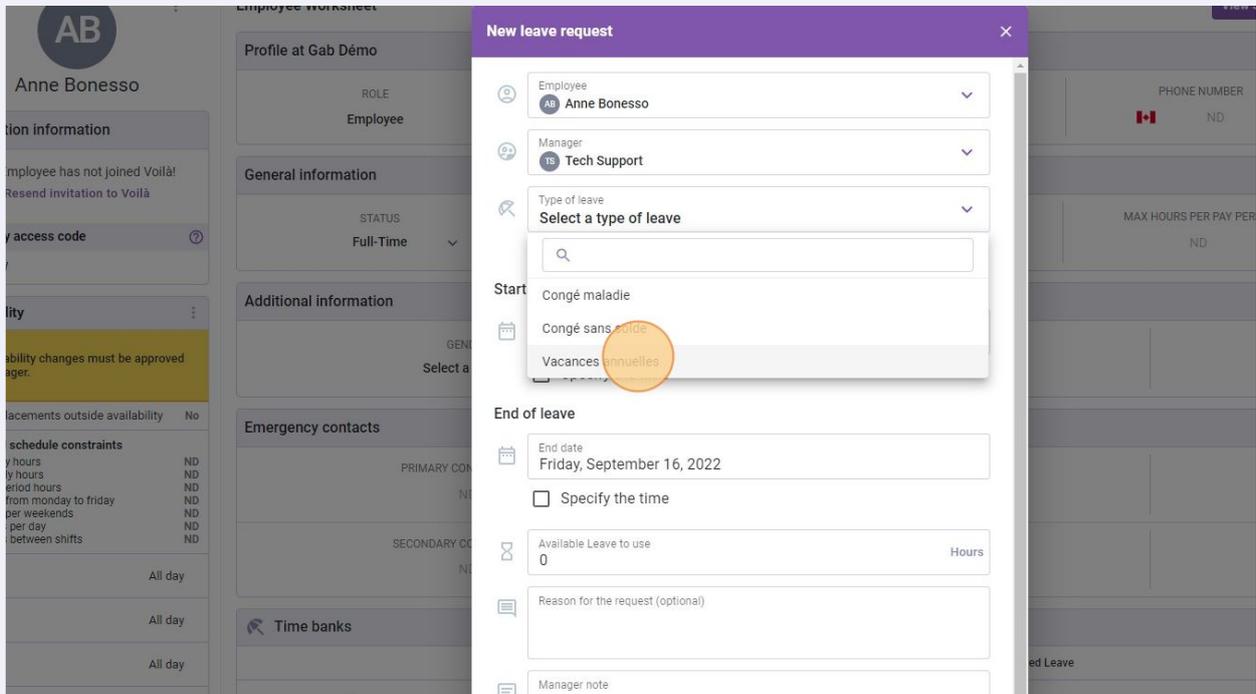
PRIMARY CONTACT NAME	PRIMARY CONTACT PHONE	PRIMARY CONTACT NOTE
ND	🇨🇦 ND	ND
SECONDARY CONTACT NAME	SECONDARY CONTACT PHONE	SECONDARY CONTACT NOTE
ND	🇨🇦 ND	ND

Code	Quantity	Preapproved Leave	Available Leave
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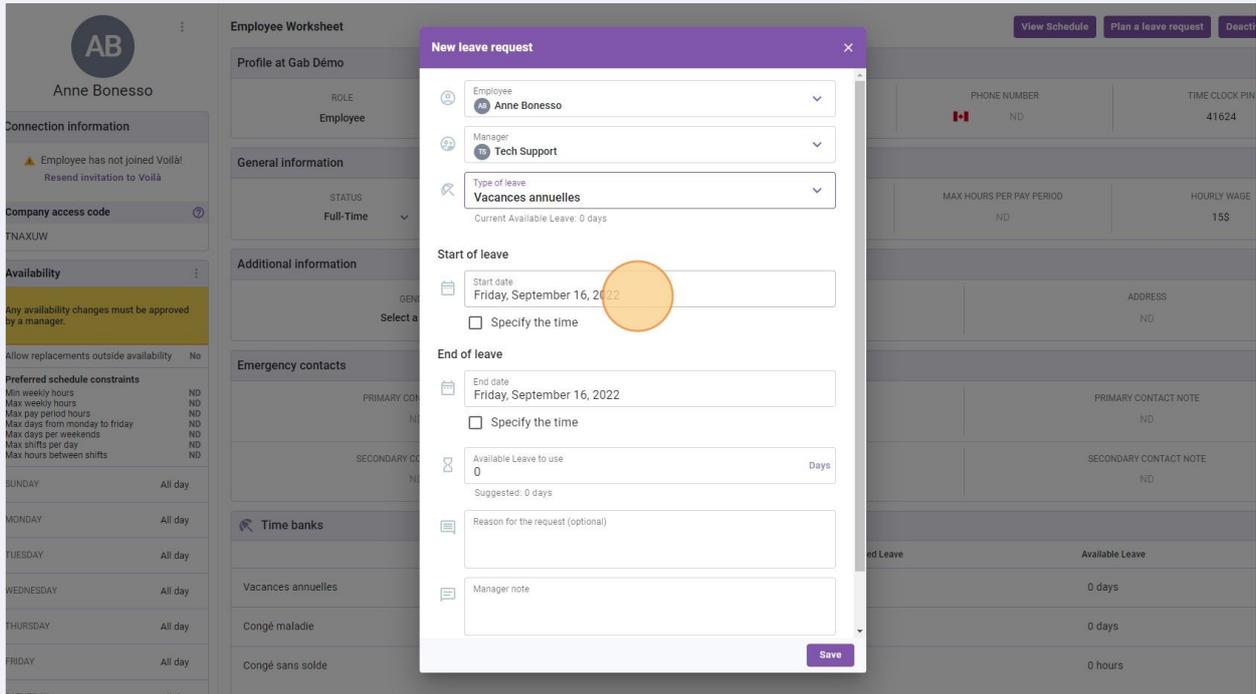
5 Click on the Select a type of leave bar.



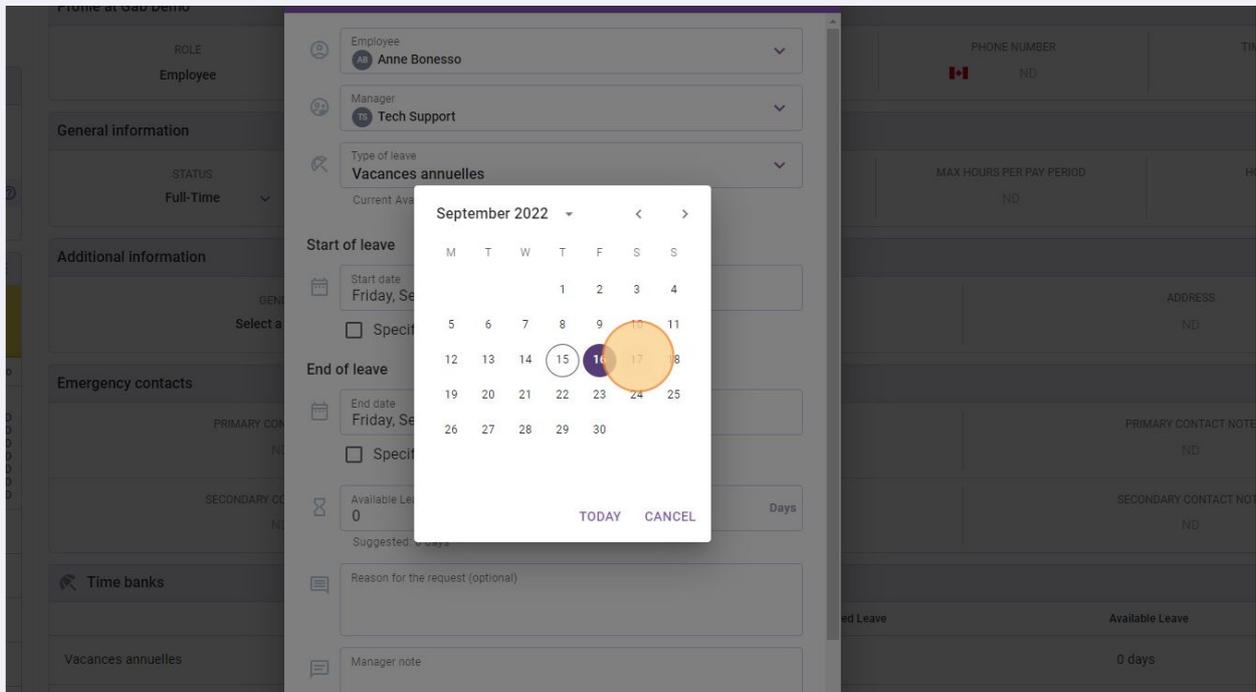
6 Select the desired type of leave.



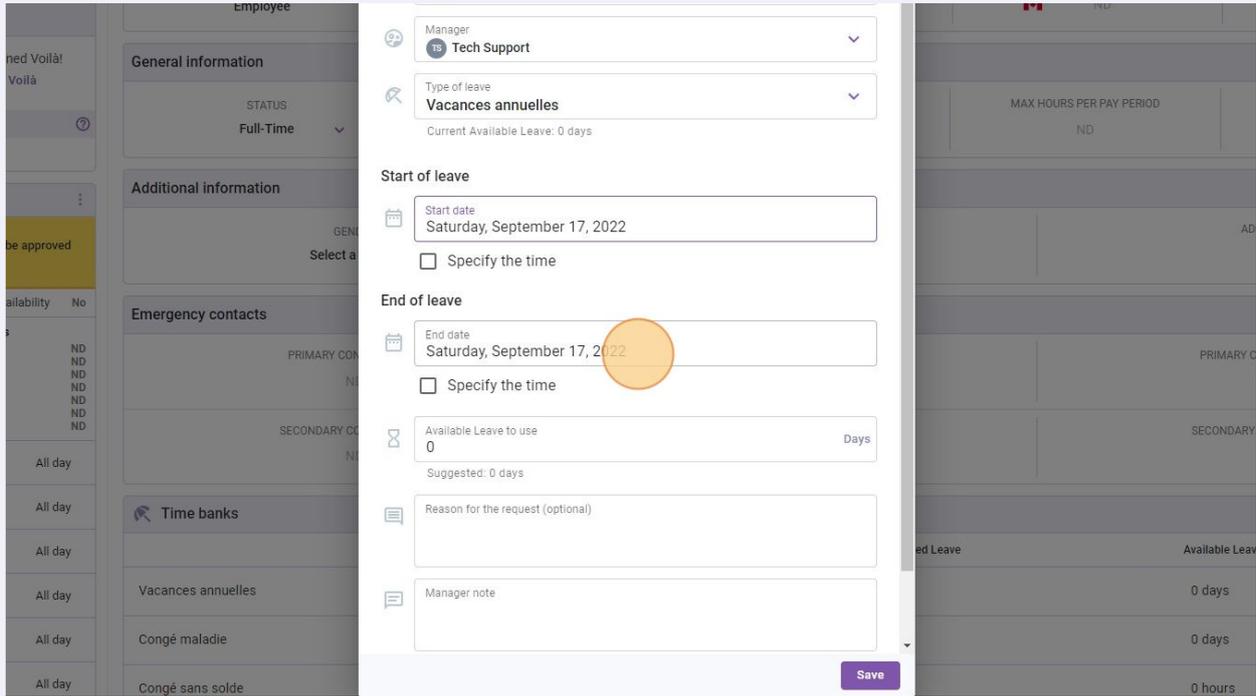
7 Click the Start date field.



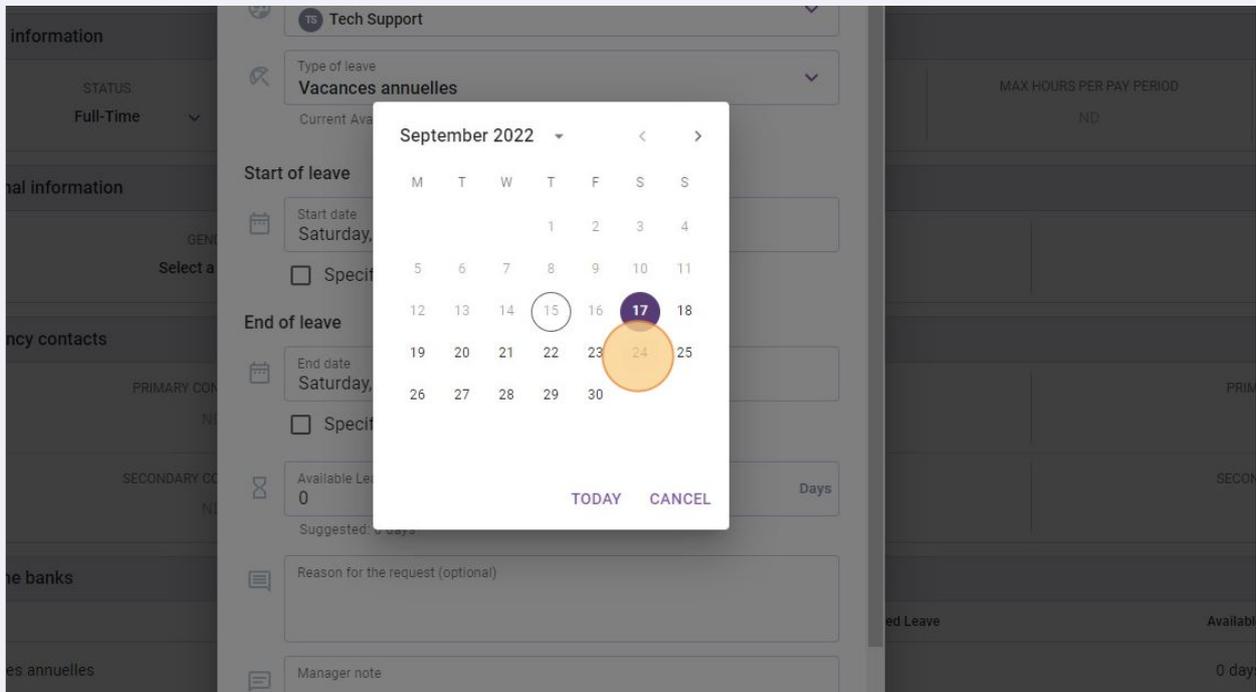
8 Select the desired start date.



9 Click the on the End date field.



10 Select the desired end date.



11

Click on the Available Leave to use field and enter the amount of hours, days or money you want to use for the request depending on the settings of the type of leave.

The screenshot shows a leave request form for 'Vacances annuelles'. The 'Available Leave to use' field is highlighted with an orange circle and contains the value '0'. The form includes fields for 'Start of leave' (Start date: Saturday, September 17, 2022) and 'End of leave' (End date: Saturday, September 24, 2022). There are also checkboxes for 'Specify the time', a 'Reason for the request (optional)' text area, and a 'Manager note' text area. A 'Save' button is at the bottom right.

12

If you want to enter a reason for the request, select the Reason for the request field and enter a reason.

The screenshot shows the same leave request form, but with 'Available Leave to use' set to '5'. An orange error message box is displayed: 'The requested value exceeds the available amount (0 days)'. The 'Reason for the request (optional)' field is highlighted with an orange circle. The 'Save' button is at the bottom right.

13

Click Save to send the leave request to your manager.

The image shows a screenshot of a leave request form. The form is titled "End of leave" and contains several input fields and a "Save" button. The "End date" field is set to "Saturday, September 24, 2022". There is a checkbox for "Specify the time" which is unchecked. The "Available Leave to use" field is set to "5" days, with a "Suggested: 0 days" note below it. A yellow warning box states "The requested value exceeds the available amount (0 days)". The "Reason for the request (optional)" field contains the text "Trip". The "Manager note" field is empty. A "Show more" link is located below the "Manager note" field. The "Save" button is highlighted with a red circle. The background shows a blurred view of a contact list with fields like "ADDRESS", "PRIMARY CONTACT NOTE", and "SECONDARY CONTACT NOTE".

ed Leave	Available Leave
	0 days
	0 days
	0 hours