How to create a leave request

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

2 Go into the Employees section.

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

	Name ↑	Status	Phone	Clocking ...	Email	Teams	Position
☐ 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

Employees

Gab Démo

4 Click on Plan a leave request.

View Schedule | Plan a leave request | Deactivate Employee

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

...ATUS	HIRING DATE	MAX HOURS PER WEEK	MAX HOURS PER PAY PERIOD	HOURLY WAGE
-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

✏

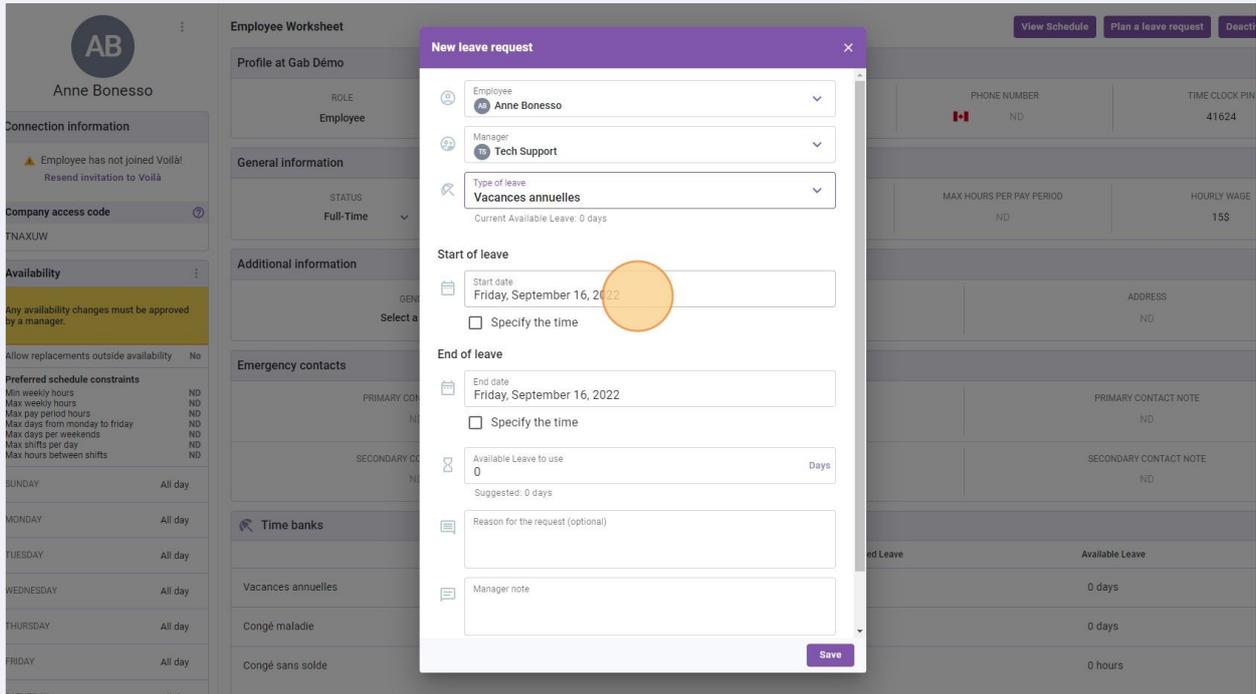| Code	Quantity	Preapproved Leave	Available Leave

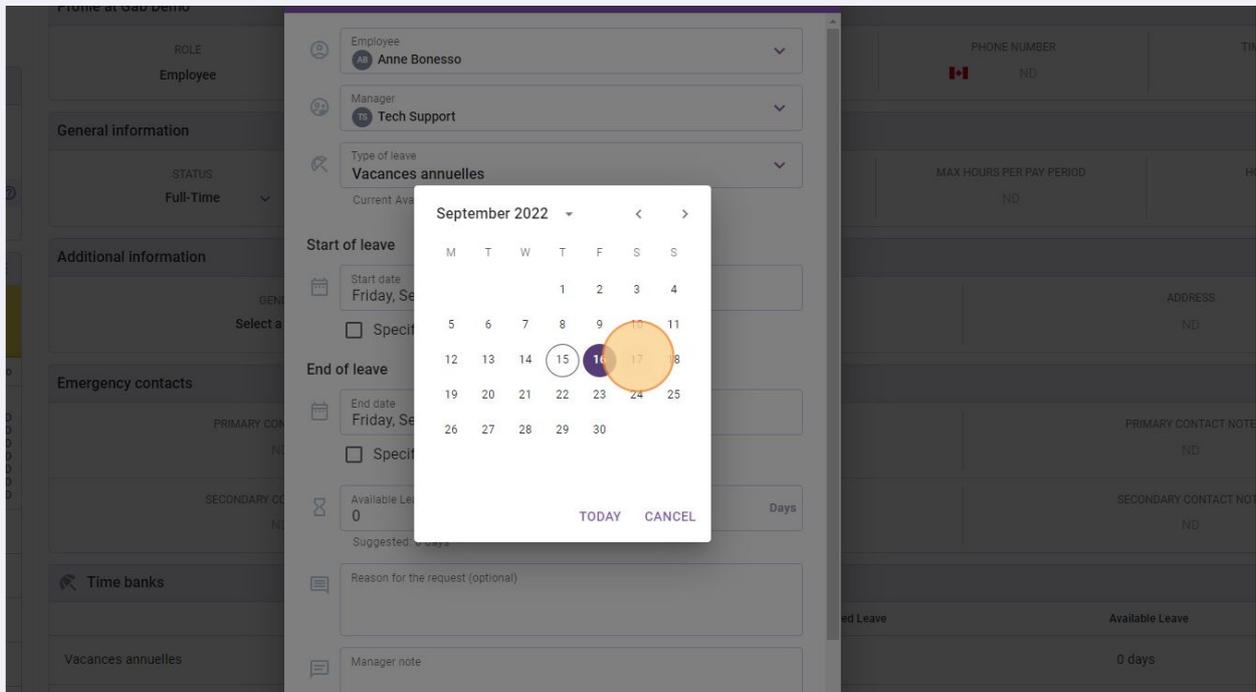**5** Click on the Select a type of leave bar.
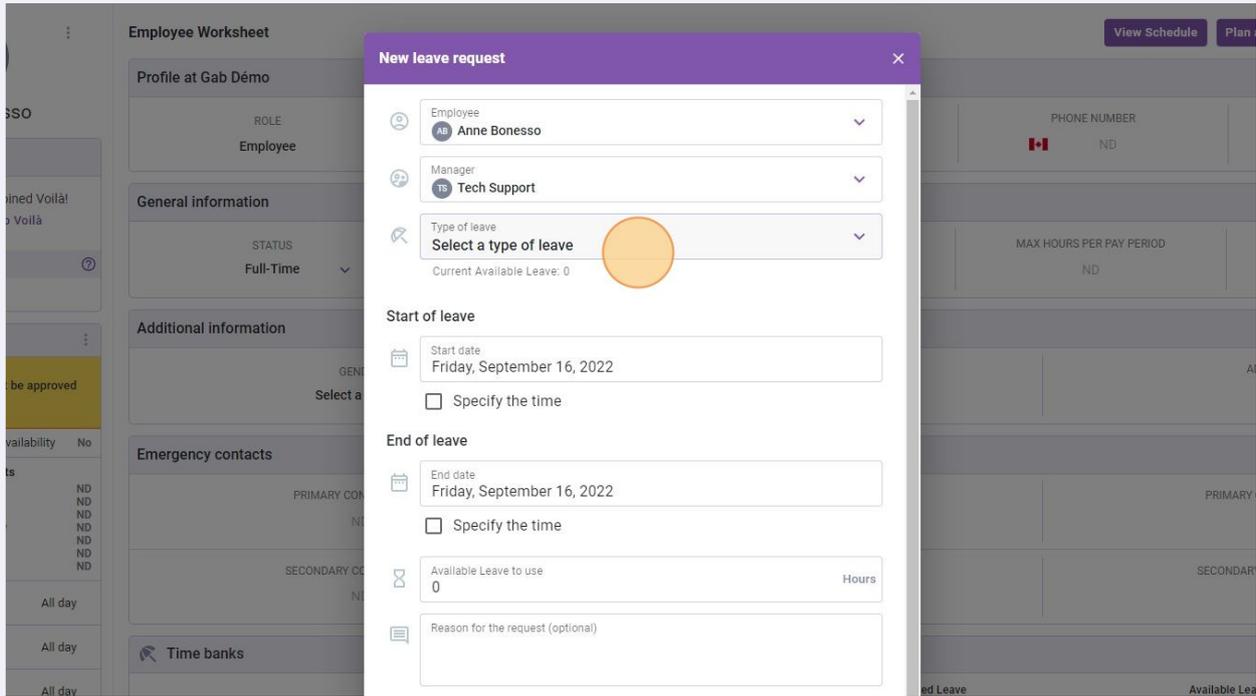
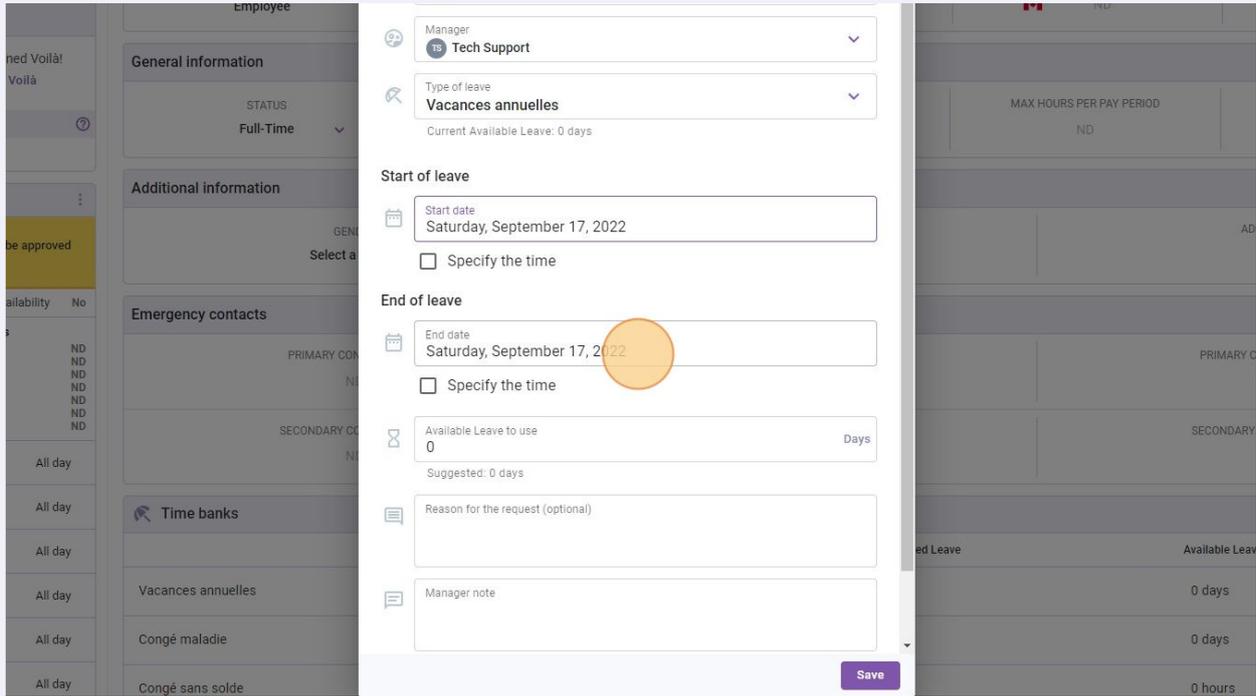**6** Select the desired type of leave.
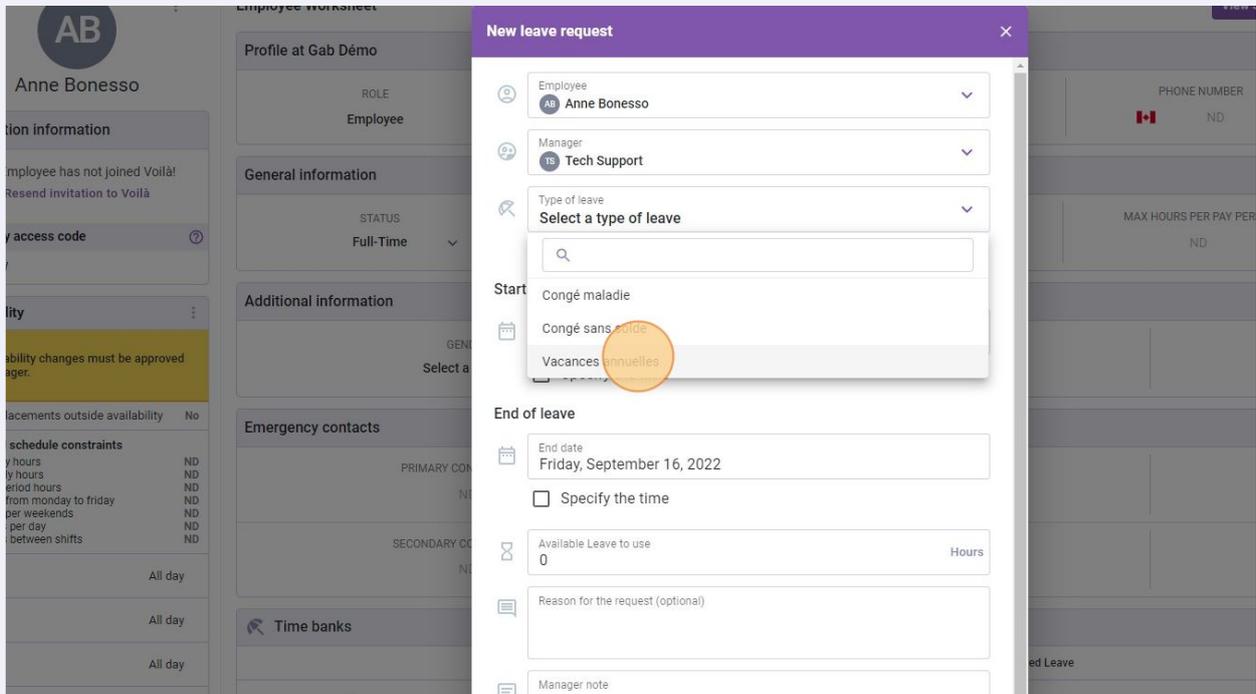
7 Click the Start date field.
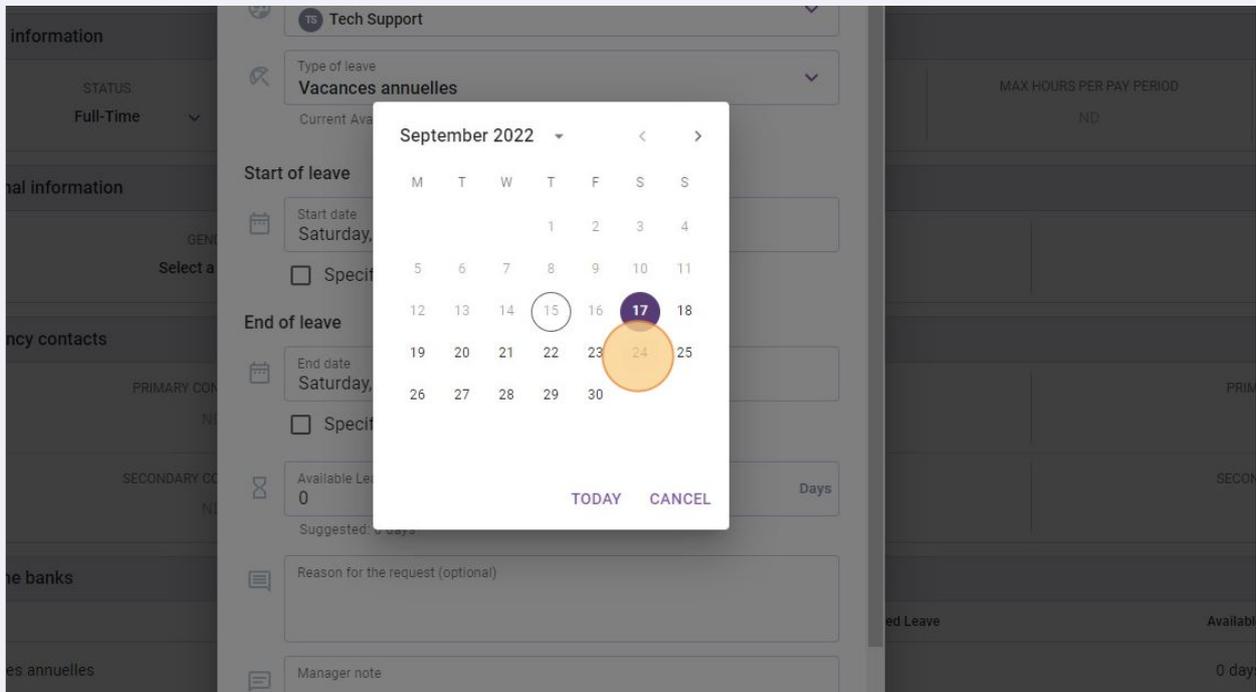

8 Select the desired start date.

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.

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

13 Click Save to send the leave request to your manager.

End of leave

End date
Saturday, September 24, 2022

☐ Specify the time

Available Leave to use
5   Days

Suggested: 0 days

⚠ The requested value exceeds the available amount (0 days)

Reason for the request (optional)
Trip

Manager note

Show more

Save

ADDRESS
ND

PRIMARY CONTACT NOTE
ND

SECONDARY CONTACT NOTE
ND

ed Leave   Available Leave

0 days

0 days

0 hours