# How to create a leave request

voilà!

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

#### Go into the Employees section.

2

Compose Open shifts 21 •	>	Replacements	>	Assignations to approve
م Stand by shifts O	>	≓ Recurring shifts that end soon 0	>	왔 Requests to approve O
<ul> <li></li></ul>	>	위는 Announcements O	>	

## 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	Hôte
AM Anthony Michaud	Full-Time		27925	christianmichaud93+9	Avant	Serveur	Hôte
🖪 Bruno Aldik 🔺	Full-Time		96865	demovoila+aldik1@gm	Avant	Serveur	Hôte
🖪 Bruno Aldik 🔺	Full-Time		01730	demovoila+aldik@gma	Cuisine	Cuisinier	)
CM Christian Michaud 🔺	Full-Time		68942	christianmichaud93@	Avant	Serveur	Hôtes
CR Christine Rashford 🤞	Full-Time		20776	demovoila+rashford@	Avant	Serveur	Hôte
CH Claudia Hamilton 🔺	Full-Time		60483	demovoila+hamilton@	Cuisine	Cuisinier	
DG David Genest 🚣	Full-Time		99924	dgenest@voila.app	Avant	Serveur	Hôtes
DS Diane Smith 🔺	Full-Time		63626	demogvoila@gmail.com	Cuisine	Cuisinier	)
DJ Mullet 🔺	Full-Time		41908		Cuisine	Cuisinier	
EM Elon Musk 🔺	Full-Time		98029	elonmusk@tesla.com	Avant	Serveur	Hôter

#### 4 Click on Plan a leave request.

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ee	EMPLOYEE ID ND	EMAIL demovoila+bonesso@gmail.c	PHONE NUMBER	TIME CLOCK PIN 41624	
JS me ↓	HIRING DATE	MAX HOURS PER WEEK 40h	MAX HOURS PER PAY PERIOD	HOURLY WAGE 15\$	
ı					
GENDER Select a gender ↓ ↓		DATE OF BIRTH ND		ADDRESS ND	
PRIMARY CONTACT NAME		PRIMARY CONTACT PHONE	PRIMA	PRIMARY CONTACT NOTE	
SECONDARY CONTACT NAME		SECONDARY CONTACT PHONE	SECONE	NARY CONTACT NOTE	

#### 2

#### Click on the Select a type of leave bar.

	Employee Worksheet		View Schedule Plan
	Profile at Gab Démo	New leave request X	
SO	ROLE Employee	Employee     Anne Bonesso	PHONE NUMBER
ined Voilà!	General information	Manager     Tech Support	
Voilà	STATUS	Type of leave     Select a type of leave	MAX HOURS PER PAY PERIOD
U	Full-Time 🗸	Current Available Leave: 0	
	Additional information	Start of leave	
he approved	GEN	Friday, September 16, 2022	A
be approved	Select a	Specify the time	
vailability No	Emergency contacts	End of leave	
IS ND ND	PRIMARY CON	End date Friday, September 16, 2022	PRIMARY
ND ND ND		Specify the time	
ND ND	SECONDARY CO	Available Leave to use Hours	SECONDAR
All day		Reason for the request (optional)	
All day	🕅 Time banks		
All day		ed Leav	e Available Lea

#### Select the desired type of leave.

	Employee Worksheet	Nowk	pavo roquost	~	
AD	Profile at Gab Démo	New N	Rave Indusz	^	
Anne Bonesso	ROLE	0	Employee V a Anne Bonesso V	Î	PHONE NUMBER
tion information	Employee	(2)	Manager		NU.
mployee has not joined Voilà!	General information		Tech Support		
Resent invitation to vona	STATUS	R	Type of leave Select a type of leave		MAX HOURS PER PAY PER
y access code (2)	Full-Time 🗸		Q		ND
lity	Additional information	Start	Congé maladie		
ability changes must be approved ager.	GEN: Select a	đ	Congé sans rolde Vacances unnuelles		
acements outside availability No	Emergency contacts	End o	of leave		
schedule constraints y hours ND y hours ND	PRIMARY CON	<b>—</b>	End date Friday, September 16, 2022		
eriod hours ND from monday to friday ND per weekends ND	NE		Specify the time		
between shifts ND	SECONDARY CC	8	Available Leave to use Hours		
All day			Reason for the request (optional)		
All day	🕅 Time banks	_			
All day			Manager note		ed Leave

#### Click the Start date field.



#### Select the desired start date.

Fione at Gab Denio		
ROLÉ Employee	Employee     Anne Bonesso     Y	
General information	Manager     Tech Support	
	Type of leave Vacances annuelles MAX HOURS PER PAY PERIOD	
Full-Time V	Current Ava September 2022 - < >	
Additional information	Start of leave M T W T F S S	
GEN	Friday, Se 1 2 3 4	
	Special Specia	
Emergency contacts	End date 19 20 21 22 23 24 25	
	Friday, Se 26 27 28 29 30	
	Available Lei 0 TODAY CANCEL Suggested Swape	
🕅 Time banks	Reason for the request (optional)	
	ed Leave	Available Leave
Vacances annuelles	Manager noté	

#### Click the on the End date field.

	Етрюуее					IND	
ned Voilà!	General information		Manager Tech Support	~			
Voilà	STATUS	R	Type of leave Vacances annuelles	~	MAX	HOURS PER PAY PERIOD	1
9	Full-Time V		Current Available Leave: 0 days				
	Additional information	Start	of leave				
	GENI	Ē	Start date Saturday, September 17, 2022				AD
be approved	Select a		Specify the time				
ailability No	Emergency contacts	End	of leave				
s ND ND	PRIMARY CON	÷	End date Saturday, September 17, 2				PRIMARY C
ND ND ND	N		Specify the time				
ND ND	SECONDARY CO	8	Available Leave to use 0	Days			SECONDARY
All day	NI		Suggested: 0 days				
All day	疧 Time banks		Reason for the request (optional)				
All day					ed Leave		Available Leav
All day	Vacances annuelles	F	Manager note				0 days
All day	Congé maladie						0 days
All day	Congé sans solde			Save			0 hours

#### Select the desired end date.

information	Tech Sup	oport		
STATUS	Vacances a	nnuelles	~	MAX HOURS PER PAY PERIOD
Full-Time 🗸	Current Ava	September 2022 👻 < >		ND
nal information	Start of leave	M T W T F S S		
GENI	Start date Saturday,	1 2 3 4		
Select a	Specif	5 6 7 8 9 10 11		
nev contacts	End of leave	12 13 14 (15) 16 17 18		
PRIMARY CON	End date Saturday,	19 20 21 22 23 24 25 26 27 28 29 30		PRIL
SECONDARY OC NI	Available Le. 0 Suggested	TODAY CANCEL	Days	SECO:
ne banks	Reason for the r	request (optional)		
			ed Leav	e Availab
es annuelles	Manager note			0 day

# 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.

monnation		1	Vacances annuelles	
iyee has not joine nd invitation to Vo	d Voilà! bilà	General information	Current Available Leave: 0 days	
		STATUS	Start of leave	MAX HOURS PER PAY PERIOD
ess code	0	Full-Time 🗸	Start date Saturday, September 17, 2022	ND
		Additional information	Specify the time	
		GENI	End of leave	
changes must be	approved	Select a	End date Saturday, September 24, 2022	
ients outside availa	ability No	Emergency contacts	Specify the time	
dule constraints s rs	ND ND	PRIMARY CON	Available Leave to Days	
nonday to friday sekends	ND ND	NI	Suggested: 0 days	
ay een shifts	ND ND	SECONDARY CC	Reason for the request (optional)	
	All day	N.		
	All day	🔍 Time banks	Manager note	
	All day			ed Leave
	All day	Vacances annuelles		
	All day	Congé maladie	Show more	×
	All day	Congé sans solde	Save	

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

			Start of leave	
Resend invitation to Voi	I Volla! Ià	General information	Start date Saturday, September 17, 2022	MAX HOURS PER I
ompany access code	0	Full-Time 🗸	Specify the time	ND
NAXUW			End of leave	1
vailability		Additional information	End date Saturday, September 24, 2022	
ny availability changes must be a y a manager.	pproved	GENI Select a	Specify the time	
llow replacements outside availa	bility No	Emergency contacts	Available Leave to use	Days
referred schedule constraints in weekly hours ax weekly hours ax avekly hours ax days period hours ax days per weekends ax shifts per day ax hours between shifts	ND ND ND ND ND ND	PRIMARY CON NE SECONDARY CO	Suggested: 0 days  The requested value exceeds the available amount (0 days)  Reason former equest (optional)	
JNDAY	All day	N		
ONDAY	All day	🔍 Time banks	- Manager note	
JESDAY	All day			ed Leave
EDNESDAY	All day	Vacances annuelles		
HURSDAY	All day	Congé maladie	Show more	
RIDAY	All day	Congé sans solde		Save
PT/ISBAD				

#### 6

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

	Saturday, September 24, 2022	ADDRESS
	Specify the time	
8	Available Leave to use Days	
	Suggested: 0 days	PRIMARY CONTACT NOTE
	A The requested value exceeds the available amount (0 days)	ND
	Reason for the request (optional)	SECONDARY CONTACT NOT
_	Trip	
E	Manager note	
	ed Leave	Available Leave
		0 days
	Show more	0 days
	Save	0 hours