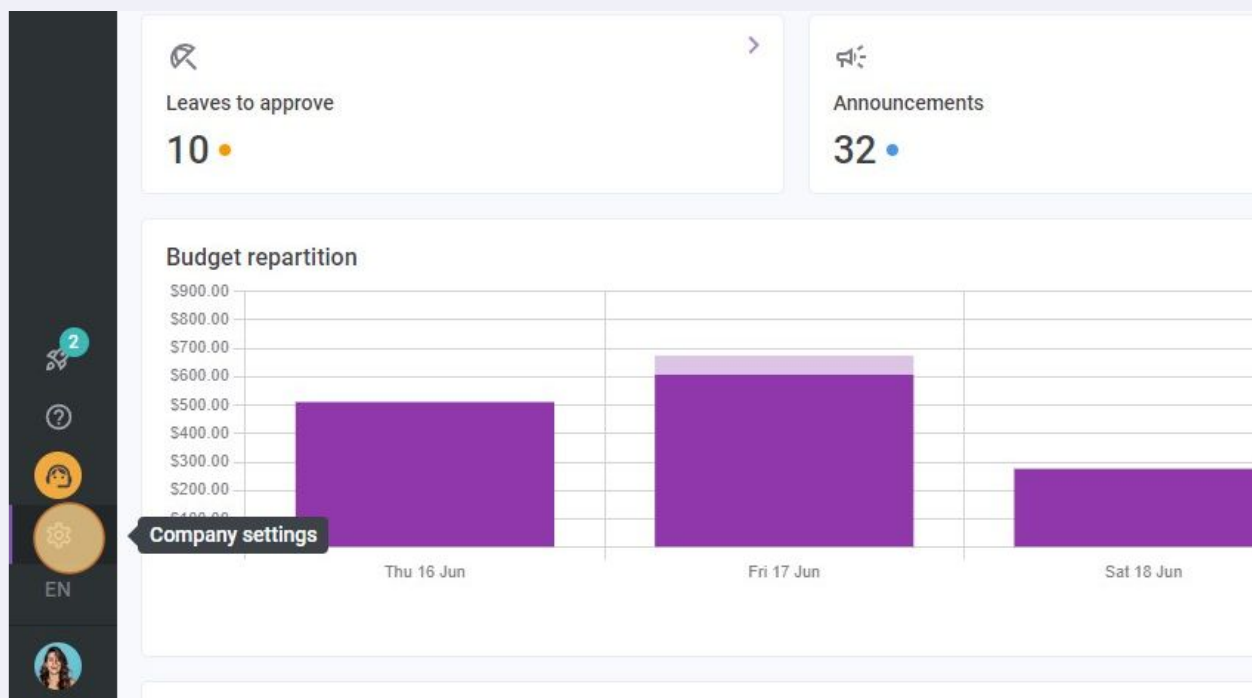


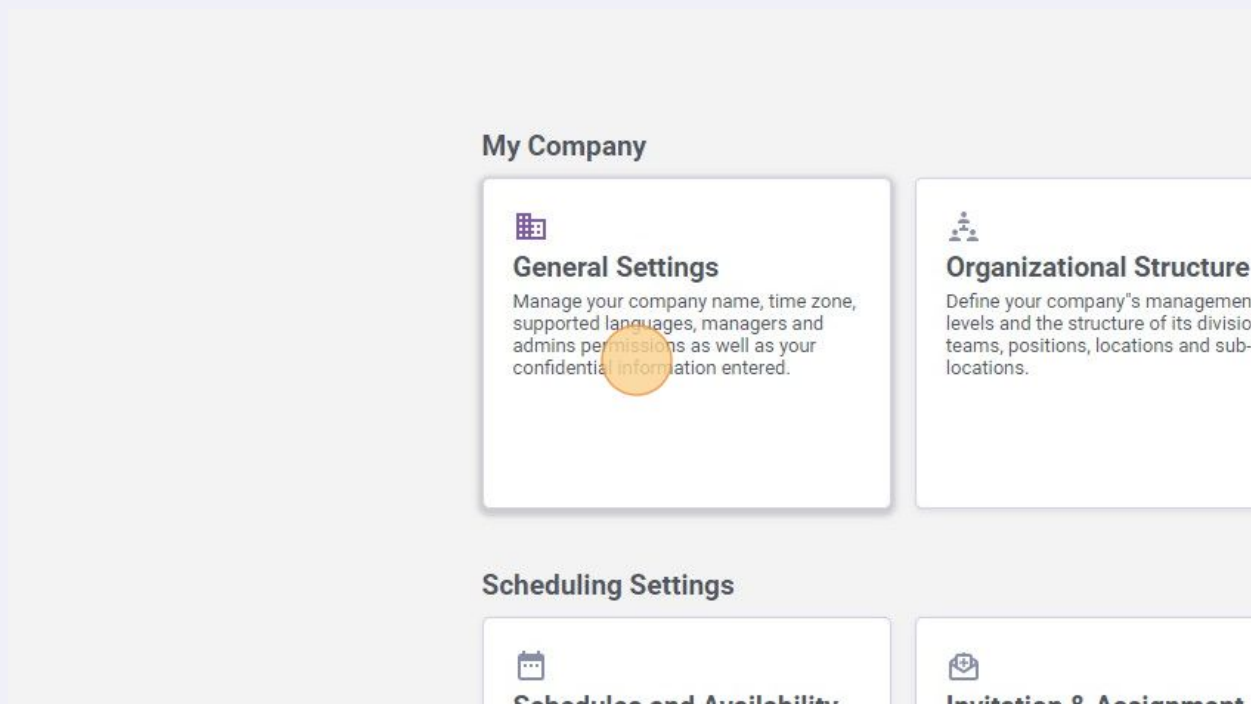
# How to turn on/off the creation of leave request for your employees

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

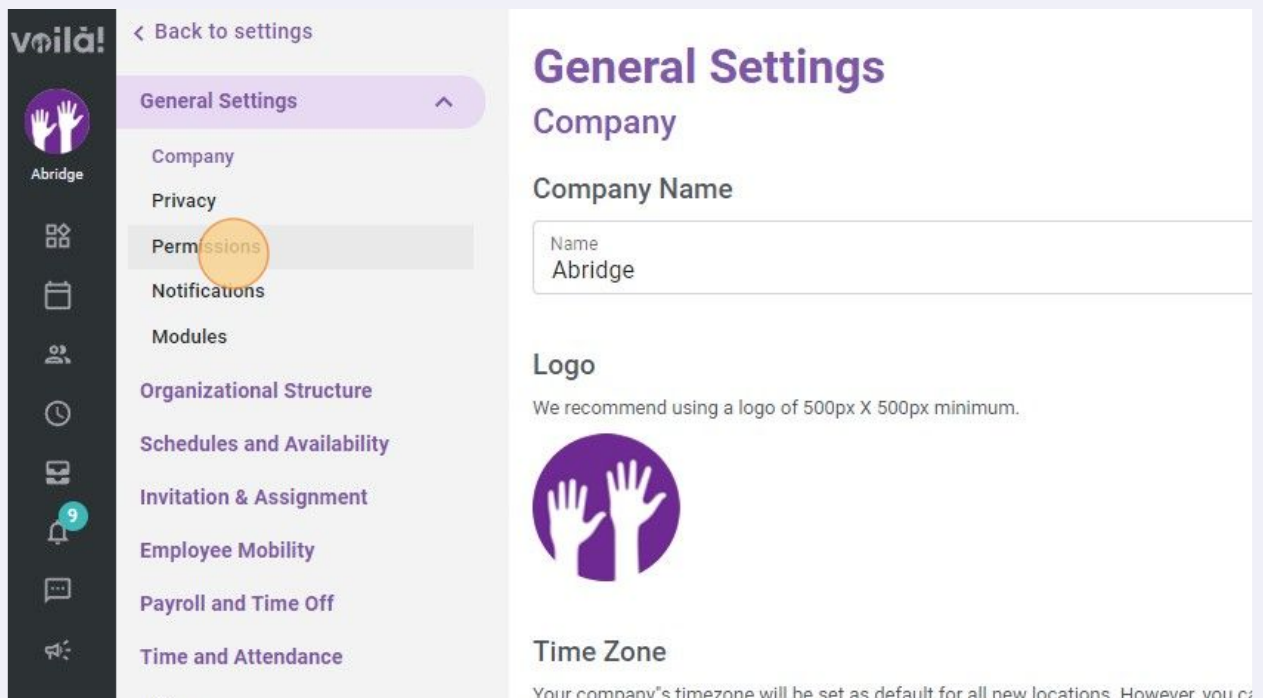
2 Click on the Company settings icon.



### 3 Select General Settings.



### 4 Go in the Permissions section.



5

Click the Employees can create leave request switch to turn the setting on/off.

The screenshot displays the settings interface of an HR system. On the left is a dark sidebar with icons for various functions. The main content area has a light gray background with a list of settings categories on the left: Employee Mobility, Payroll and Time Off, Time and Attendance (highlighted in purple), Billing, and Integrations. The 'Time and Attendance' section is expanded, showing three settings cards: 'Clocking', 'Leaves', and 'Custom Permissions'. The 'Clocking' card has a toggle switch turned off. The 'Leaves' card has a toggle switch turned on, which is the target of the instruction. The 'Custom Permissions' card has a question mark icon. Below the 'Leaves' card, there is a section for 'Custom Rules Application'.

**Employee Mobility**

**Payroll and Time Off**

**Time and Attendance**

**Billing**

**Integrations**

**Clocking**

**Employees can clock in without having scheduled shift**

If active, your employees will be able to clock in even if they don't have a scheduled shift. Shifts created in this way are identified by a dotted outline. They must be approved by a manager.

**Leaves**

**Employees can create leave request**

When disabled only managers, supervisors and administrators will be able to create requests for employees

**Managers can approve their own leave request**

All managers can approve their own leave request.

**Custom Permissions** ?

Custom Rules Application