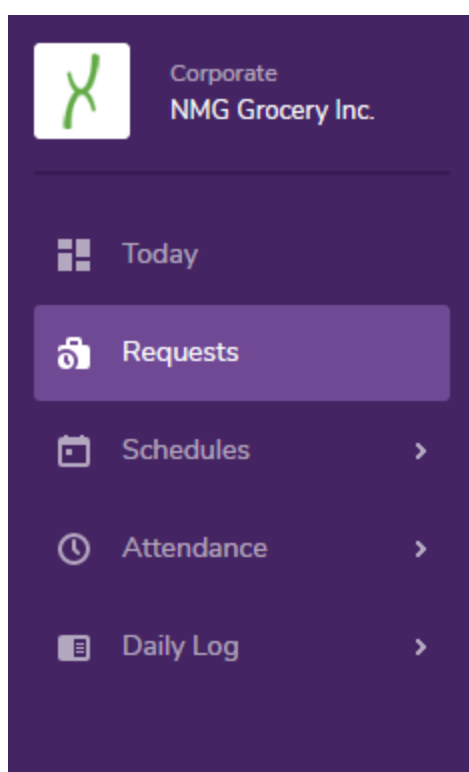


Request time off

This article will show you how to request time off in TimeForge using a [Leave Type](#). The Leave Types you have access to will depend on your company's rules regarding PTO (for example, they might offer a week's worth of paid leave after your first year, or you might be required to accrue your leave over time based on the number of hours you worked). Leave types can be paid or unpaid, accrued or not.

If your employer requires you to submit PTO requests a certain number of days in advance, TimeForge will automatically let you know if you try to create a request that does not meet the requirements.

Click the Requests Tab



Locate the date on which you want to take time off

You can either use the date selector in the middle of the page or the **Next Week** button to the right. Many businesses require employees to submit their requests at least a week in advance.

Edit A Request

Track requests for time off, staff availability, and also create PTO requests for each of your team members.

[Previous Week](#)
Editing: 9/27/2019
[Update](#)

Legend

One-time request:

Wants to work

Available to work

Does not want to work

Unavailable to work

Recurring availability:

Wants to work

Available to work

Does not want to work

Unavailable to work

⚠ Pending manager approval

⚠ Pending manager approval

	Sunday 9/22/2019	Monday 9/23/2019	Tuesday 9/24/2019	Wednesday 9/25/2019	Thursday 9/26/2019	Friday 9/27/2019	Saturday 9/28/2019
12:00 AM			⚠ Edit				
1:00 AM							
2:00 AM							
3:00 AM							
4:00 AM							
5:00 AM							

When you've found the right date, you can either:

1. Click the link at the top of the appropriate column, or
2. Select a time period by dragging the cursor between two times (e.g. 1PM and 5PM, to request a half day).

	Sunday 9/22/2019	Monday 9/23/2019	Tuesday 9/24/2019	1 Wednesday 9/25/2019	Thursday 9/26/2019	Friday 9/27/2019	Saturday 9/28/2019
12:00 AM			⚠ Edit				
1:00 AM							
2:00 AM							
3:00 AM							
4:00 AM							
5:00 AM							
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM					Every week		
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM				2			
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							

Choose the type of leave you wish to use for this request (if any)

If you are using a leave type, such as PTO or some other accrued leave, make sure you select it in the drop down menu. You will only be able to view and select leave types for which you are eligible.

- i** Managers with the right security permissions can manually enter PTO requests on behalf of employees, which can be useful, for example, if your business requires you to submit your request a week in advance but you need to enter a request for five days from now due to unexpected circumstances.

The screenshot shows a web form titled "Create New Availability Request" with a close button (X) in the top right corner. A warning message at the top states: "You will need manager approval for this request". The form contains the following fields and options:

- Request:** A dropdown menu with the selected option "I am unavailable to work".
- Leave Type:** A dropdown menu with the selected option "--No Leave Type--".
- Date:** A date picker showing "09/25/2019" and a calendar icon. There is an "All day" checkbox which is currently unchecked.
- From / Start Date:** A section titled "Time Range" containing:
 - Start Time:** A dropdown menu with "2:00PM" selected.
 - End Time:** A dropdown menu with "3:00PM" selected.
- Happens:** A dropdown menu with the selected option "One time".
- Reason:** A text input field.

Below the input fields, a summary line reads: "One time on Wednesday Sep 25, 2019 from 2:00PM to 3:00PM". At the bottom right of the form are two buttons: a green "Next" button and a red "Cancel" button. A "Delete All Requests" link is visible at the very bottom of the modal.

Be sure to fill out the rest of the form, then click the **Next** button to submit your request. Your manager will be notified of the pending request, and you will be able to [see and edit the request](#) both on your Today page as well as under Requests.