

How do I request time off?

Use Bizimply to view what time off is available to you, request time off and get notified by email when it's complete.

To view your time off balance:

1. Log in to Bizimply on the web
2. Go to the time off tab

You will see

- Holiday hours taken
- Holiday hours available to take
- Other time off taken
- Sick time off taken

Any records created by your manager or adjustments to your balance will appear under the records tab.

The screenshot shows the Bizimply Time Off interface. At the top, there are two tabs: "Schedule" and "Time Off", with "Time Off" selected. A "New Request" button is in the top right. Below are three balance cards: "Paid Holidays" (168 Hours Available, 32 Hours Taken), "Sick" (0 Hours Taken), and "Other" (0 Hours Taken). Below these is a "Records" tab with a table of records.

Type	Dates	Manager Note	Days	Hours
Adjustment	25/10/2019 - 25/10/2019		0	200
Holiday	23/12/2019 - 23/12/2019		1	8
Holiday	02/12/2019 - 04/12/2019	Enjoy the shopping!	3	24
Other	01/10/2019 - 01/10/2019		1	8

To request time off:

Select the button "New Request" in the top right hand corner of the title bar.

To fill out the form:

1. Choose the type of time off you want to take

2. Choose whether it is a half day or full days
3. Select the start and end dates
4. Add a note to explain to your manager why you want time off (optional)

5. Press "Submit"

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Select Type
Vacation All Day Part Day

Starting On: 04/03/2019 Ending On: 08/03/2019

Reason of time off
Going on a week holiday

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Your request is now sent to your manager for approval.

You will receive an email from Bizimply telling you whether your request has been accepted or declined. You can find a record of this request under the "requests" tab in your employee profile and you will notice that your time off balance is updated accordingly.

Type	Dates	Employee Note	Total (Days)	Total (Hours)	Status
Holiday	02/12/2019 - 04/12/2019	Going Christmas Shopping in London :)	3.00	-	Approved