

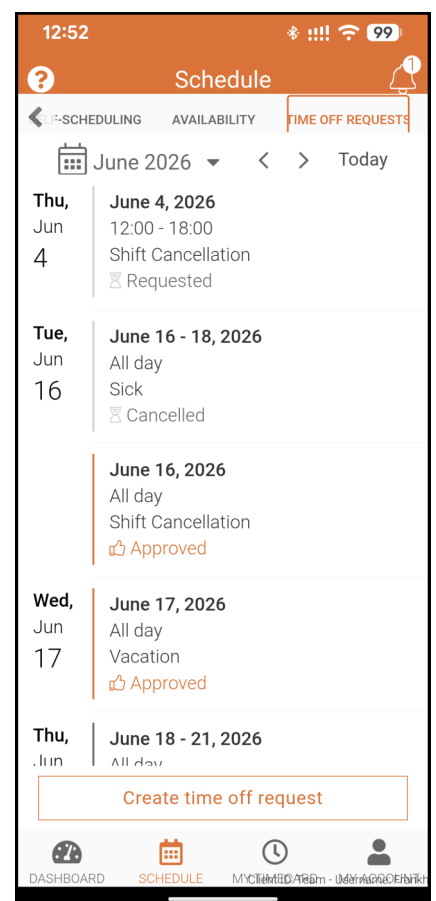
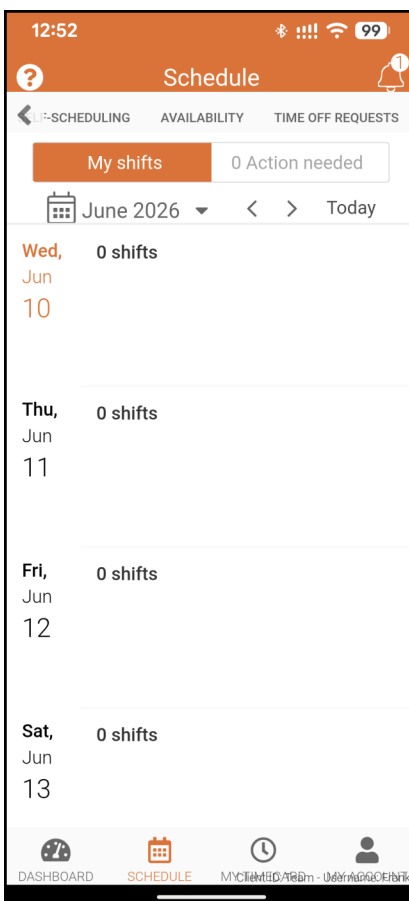
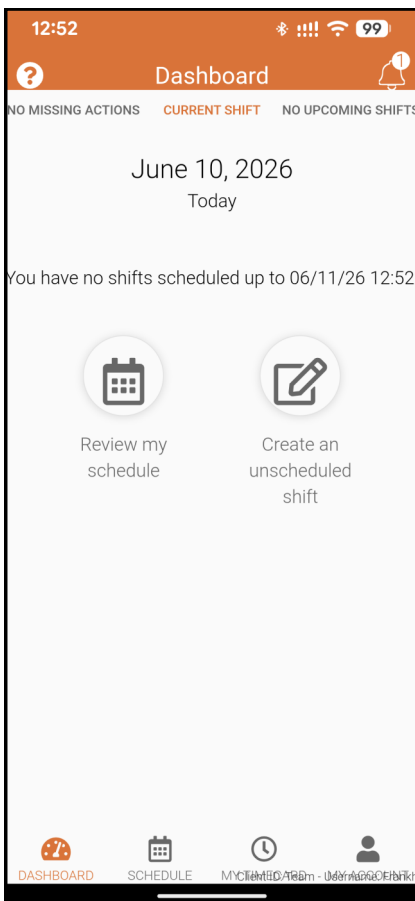
# TIME-OFF REQUEST HOW-TO GUIDE

You are now able to request time-off using your Celayix app. Per company policy, requests must be submitted at least 2 weeks in advance. Celayix will not allow you to enter a request for time-off within 2 weeks of the date of request.

To begin, open your app. On the 'Dashboard' select the option to "Review my schedule". You will be taken to the page where you will see your currently scheduled shifts.

At the top (above the buttons for "My shifts" and "Actions needed") you will see several options. If needed, scroll the list to the right until you see the option for "TIME OFF REQUESTS" and select it.

You will now be in the screen that will list any time-off requests that you have submitted. Here you will select the option at the bottom of the screen which says "Create time off request".



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Once you are in the “Time off request” screen, you can enter the details about your request.

Click on the ‘Time Off Type’ field to get a list of options to choose from. Select the type of time off you are requesting from the list of available options.

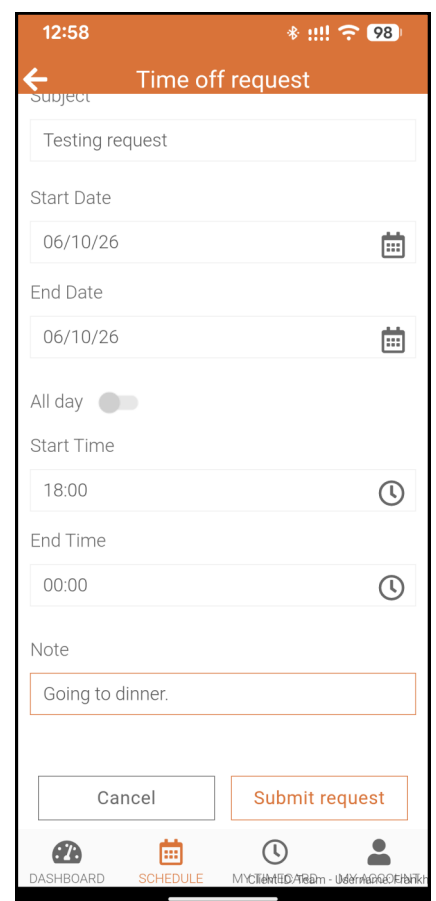
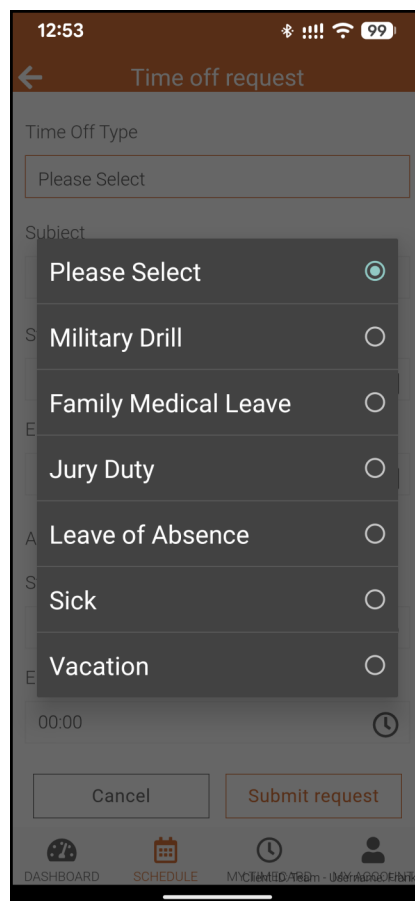
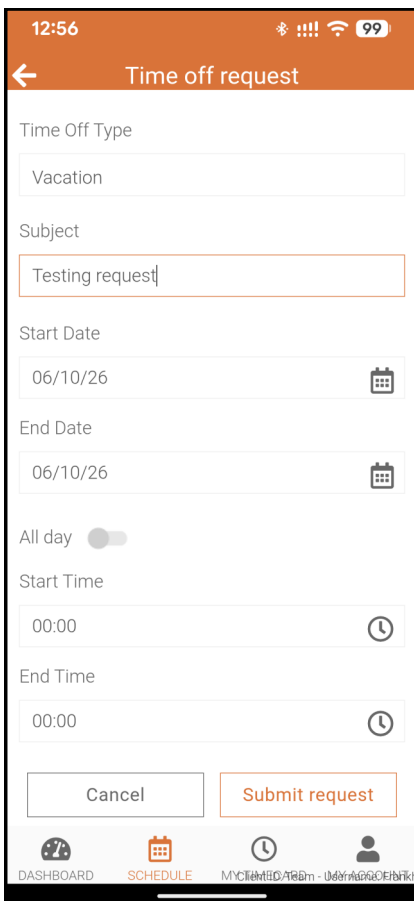
You can enter a “Subject” for your request

Enter the “Start date” and “End date”. Note: The dates being requested cannot be within the 2 week period following the date of request.

The “All day” option defaults to off which will allow you to select a “Start time” and “End time” for your request. If you change the “All day” option to on, the system will create an “All Day” request (from Midnight to Midnight)

In the “Note” field you can enter information regarding the reason for your request. This information will be reviewed and taken into consideration for approval or disapproval.

Once you have entered all of the information click the “Submit request” option at the bottom.

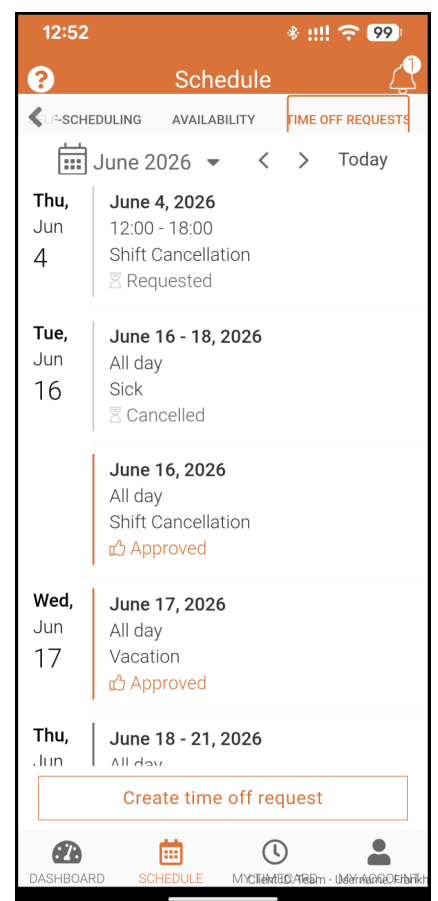
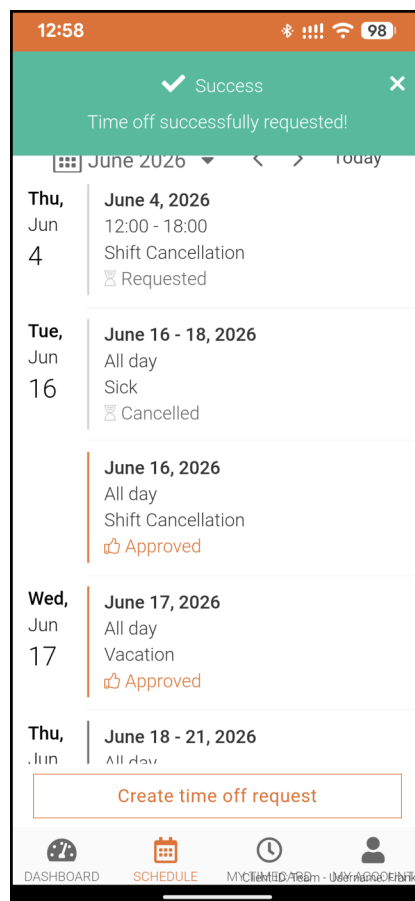
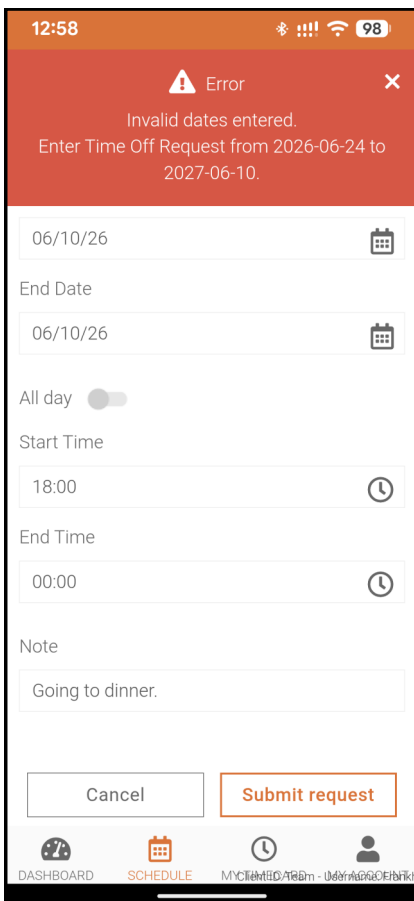


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If your request is within the restricted date range, or if you have requested time off on a day that has been 'Closed' to time-off requests, you will see an "Error" message at the top of your screen

If your request is outside the restricted date range, you will receive a "Success" message at the top of your screen.

Once you have submitted your request, you can view it in the "TIME OFF REQUEST" screen. Here you can see the status of any of your requests.

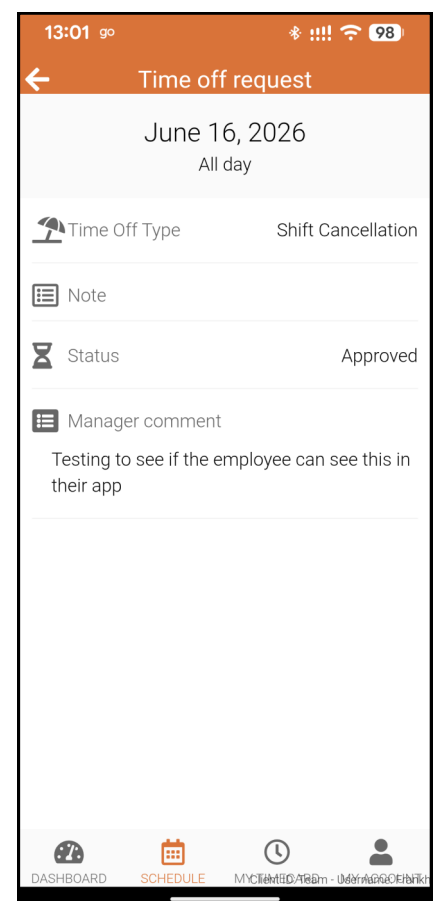
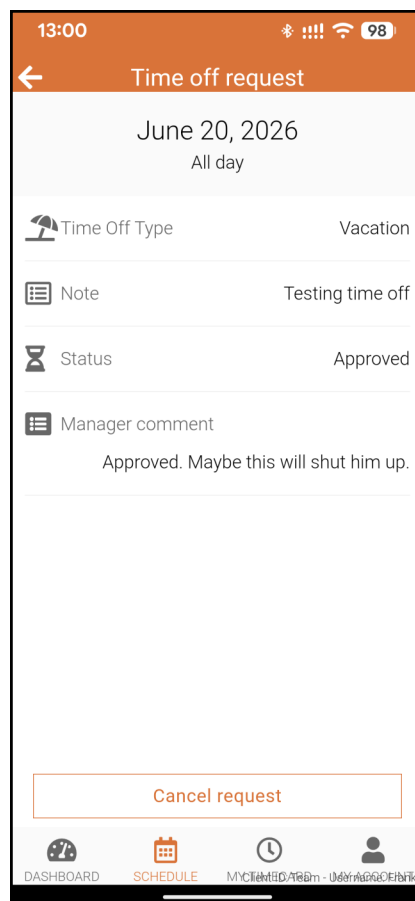
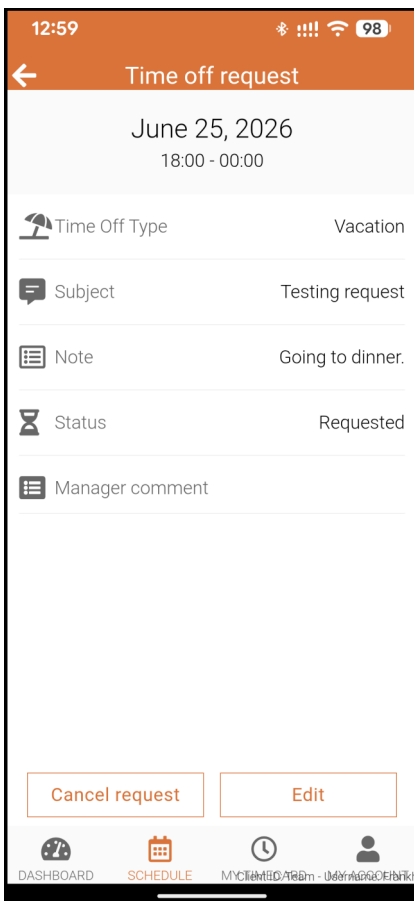


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If your request is still in the “Requested” status, you can cancel or edit your request by selecting the appropriate option from the bottom. If you ‘Cancel’ your request, it can no longer be edited. If you want to reinstate your request, you will need to create a new request.

Once your request has been approved, you can not longer edit your request. To make changes, you will have to ‘Cancel’ the request and create a new request. You can ‘Cancel’ your request up to 48 hours prior to the start time of the request by selecting the “Cancel request” option at the bottom of the screen.

When you are within 48 hours of the start of your time-off, the “Cancel request” option will no longer be available.



# TIME-OFF REQUEST HOW-TO GUIDE

When your request has either been approved or declined, you will receive a notification. If the approving manager has made any comments regarding your request, you will see the comments in the notification.

Your request is not a guaranteed. All requests will be reviewed and either approved or declined.

If you have any questions regarding your request status or if you are having issues submitting your request you can contact the office at 480-829-8326.

