



Employee Time Off

To request Time Off in the Shift X app (app.efish.biz) as an employee open the **[Main Menu]** in the upper right corner and select **[Time-OFF/AVAILABILITY]** from the menu.

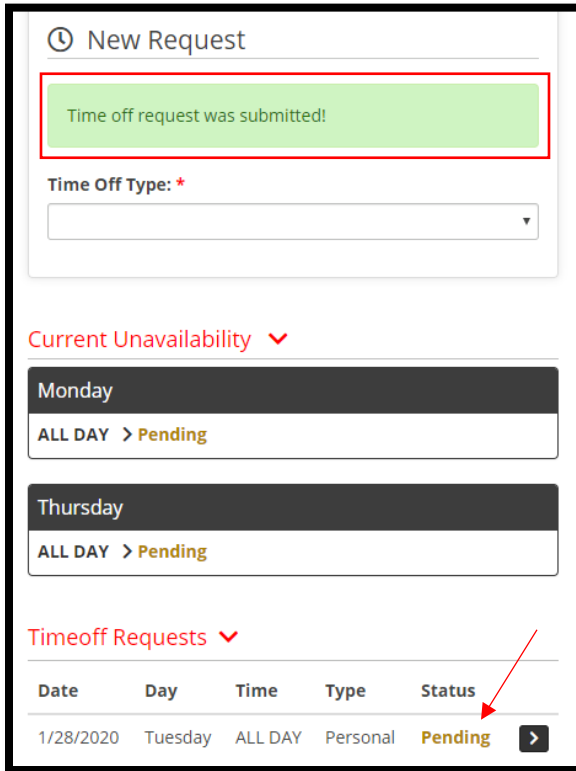


To Submit a new request:

- In the **[New Request]** box click the **[Time Off Type]** Drop down and choose your desired type.
 - **Vacation** – For planned Trips/vacations
 - **Personal** – For personal days
 - **Sick** – for sick days
 - **Availability Change** – permanent recurring times when you will not be available, this will update your current availability (ex. Mondays I can't work due to school)
- Fill out all the needed information
 - Note: if you are just requesting one day off such as January 28st for example, enter the date in the **[Start Date Field]** the end date will auto populate as the same day
 - Note: If you are just requesting to be off for part of the specified day(s) uncheck the **[Full Day]** Checkbox and enter the start and end time.
- Once you are done filling out the needed information click **[Submit Time-Off Request]**

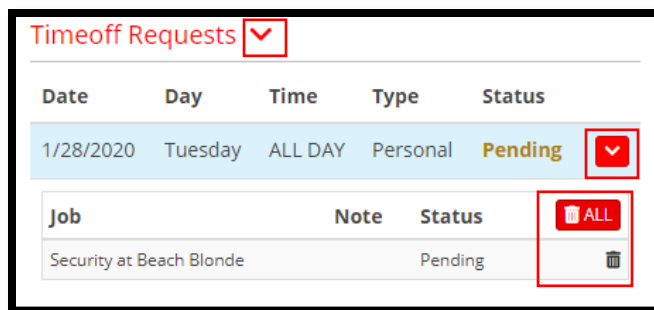


You will see a green notification at the top stating that the time off request was submitted and at the bottom of the page under **[Timeoff Requests]** you will see your request as “pending” until a manager approves or denies the request. Once a manager does approve or deny a request you will get an email letting you know.



To Cancel A Time Off Request:

- Expand the **[Timeoff Request Dropdown]** at the bottom of the page to see all of your current Time Off Requests.
- Next to the Request you wish to cancel click the little **[Arrow Icon]** to expand the details
- Click on the **[Trash Can Icon]** to cancel that specific request Or click the red **[Trash Call All Icon]** to cancel all of your current Time off requests.





To View your **Current Unavailability** (recurring days/times which you are unavailable such as when you have school)

- Expand the **Current Unavailability Drop Down** in the middle of the page as shown below

A screenshot of a web interface showing a dropdown menu for "Current Unavailability". The menu is expanded, showing two entries: "Monday" and "Thursday". Each entry has a dark grey header bar with the day name and a white box below it containing the text "ALL DAY > Pending". The "ALL DAY" text is in bold black, and "> Pending" is in a brown color. A red checkmark icon is visible in the top right corner of the dropdown menu.