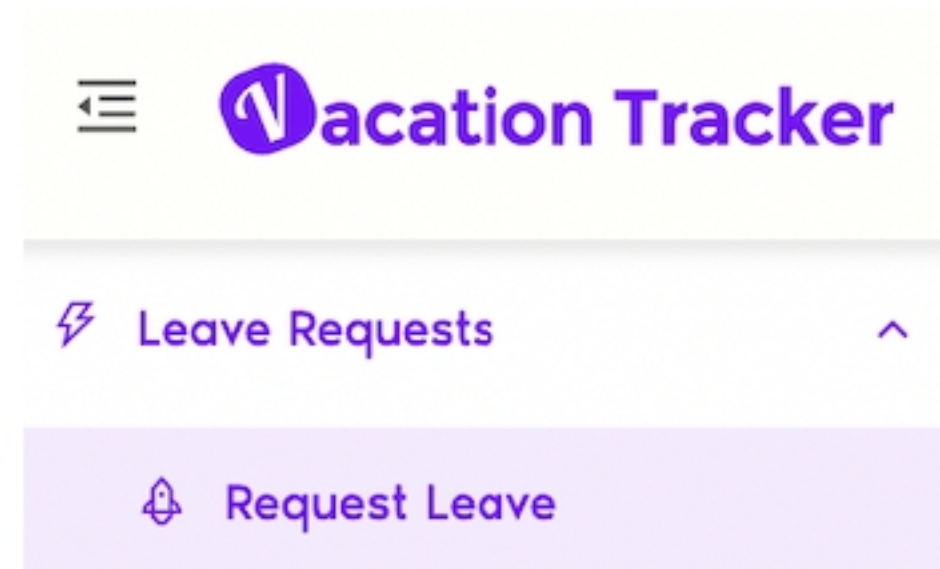


- 1 Log in to your dashboard: <https://app.vacationtracker.io/signin>
- 2 On the left-hand side, click on the **Leave Requests** drop-down menu and select: **Request Leave**



- 3 Once on the new page, you can enter the necessary information:
 - **Request** - click on the drop-down menu to select the leave type.
 - **Start and End Date** - mark the start and end date for this leave.
 - **Reason** - this field is optional (unless set as mandatory) and if you have any information, enter it here.
 - Once you are done, click **Request Leave** and wait for your confirmation. You will get a notification in your chat.

REQUEST LEAVE

Use this form if your request needs to be approved by someone other than yourself.

* Request: PTO

* Start and End Date: 2022-09-05 → 2022-09-07

Reason: Extra long weekend!

Cancel

Request Leave