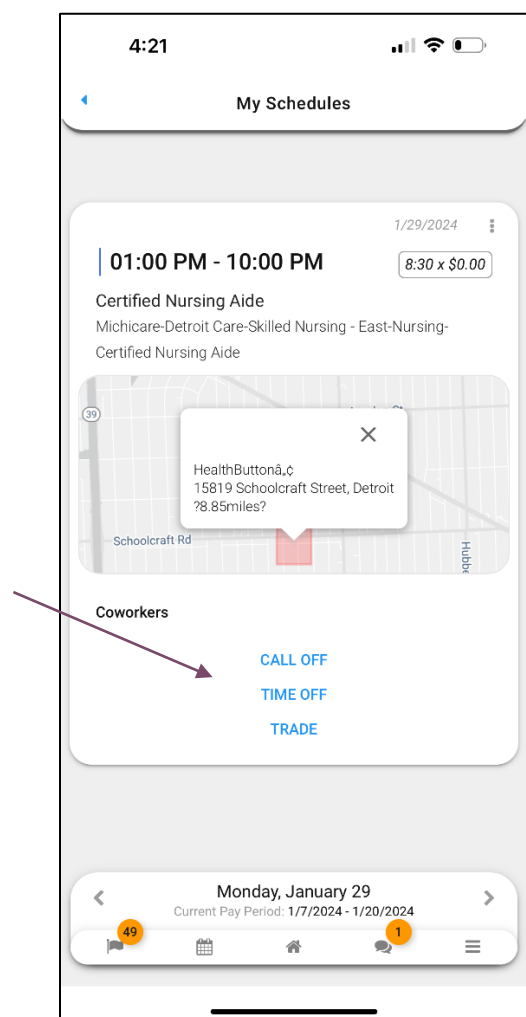
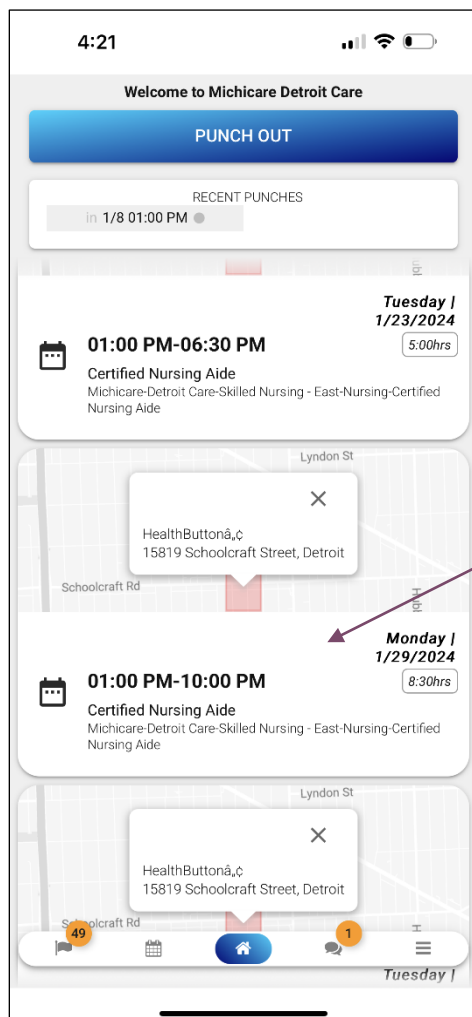






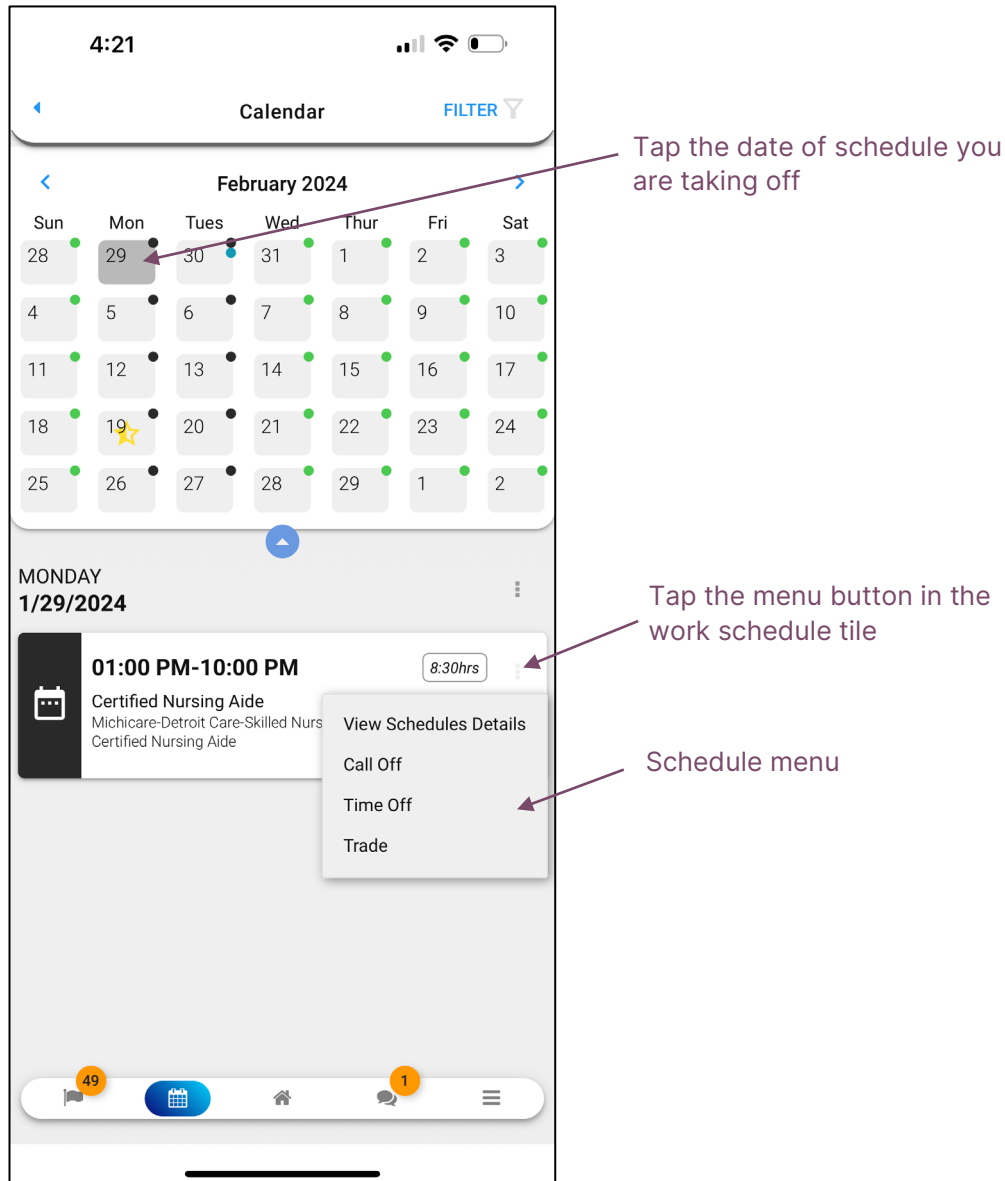
# Call Off vs Time Off

The Time Off feature in My Attendance Manager is used to submit a request to your manager to schedule time off work. A time off request is scheduled in advance and lets you choose the number of hours you want to take off and the time bank from which you want to deduct the hours. The Call Off feature in My Attendance Manager can be used to submit a message to notify your manager of a last-minute cancelation of your work schedule.

A call off or time off can be accessed from the schedule tile in the home page. Tap the schedule you are taking time off or calling off and select either option in the schedule details pop-up screen.



A call off or time off can also be initiated in the Calendar screen. Tap the calendar button  in the My Attendance Manager home screen. Tap the date of the schedule you will be off in the calendar. A black badge indicates you have a work schedule on that day. Tap the menu button  in work schedule tile. The Time Off and Call Off options can be selected in the schedule menu.



# Time Off

To request time off, select the time bank you want to deduct your hours from (e.g. PTO, Sick, Vacation) in the Banked Time drop-down list.

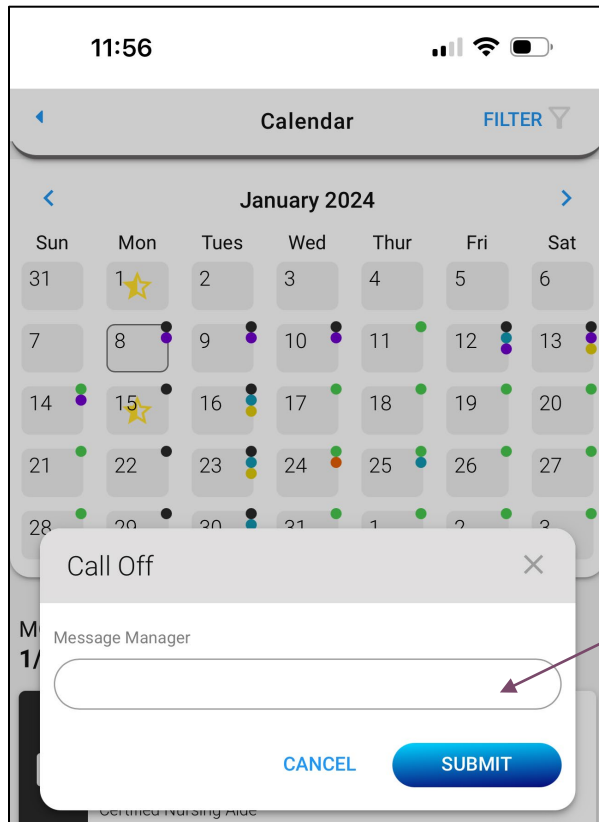
The screenshot displays a mobile application interface for requesting time off. At the top, the status bar shows the time 4:40 and signal/battery icons. The app header includes a back arrow, the title 'Time Off Request', and a 'BALANCES' link. The form contains the following elements:


- Start Date:** 1/29/2024 12:00 AM
- End Date:** 1/29/2024 11:59 PM
- Scheduled Hours:** 8:30
- Banked Time:** A dropdown menu currently showing 'PTO'.
- Hours:** A text input field showing '8:00' with a clear (X) button.
- Notes:** A text area with the placeholder 'Message to Manager'.
- CONTINUE:** A large blue button at the bottom.

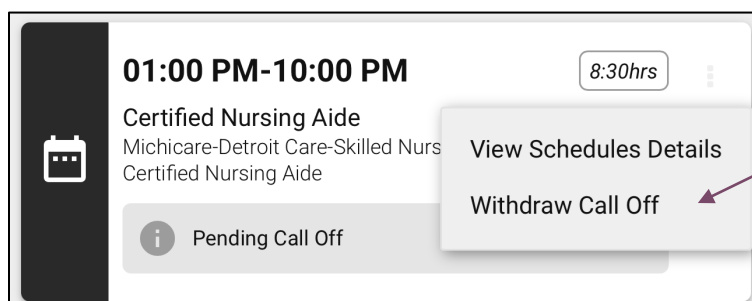
Enter the number of hours you want to take off in the Hours field. The maximum number of hours you can take off is 80 and the minimum amount of time is 15 minutes. If you would like to include a message to your manager, type it in the Notes field.

# Call Off

To notify your manager that you will not be working your scheduled shift, type a message to send to your manager in the Message Manager field of the *Call Off* window and tap the **Submit** button.



After the Call Off has been submitted, the schedule tile will indicate the Call Off is pending approval. A Call Off pending approval can be canceled by tapping the menu button  of the schedule tile and selecting Withdraw Call Off.



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