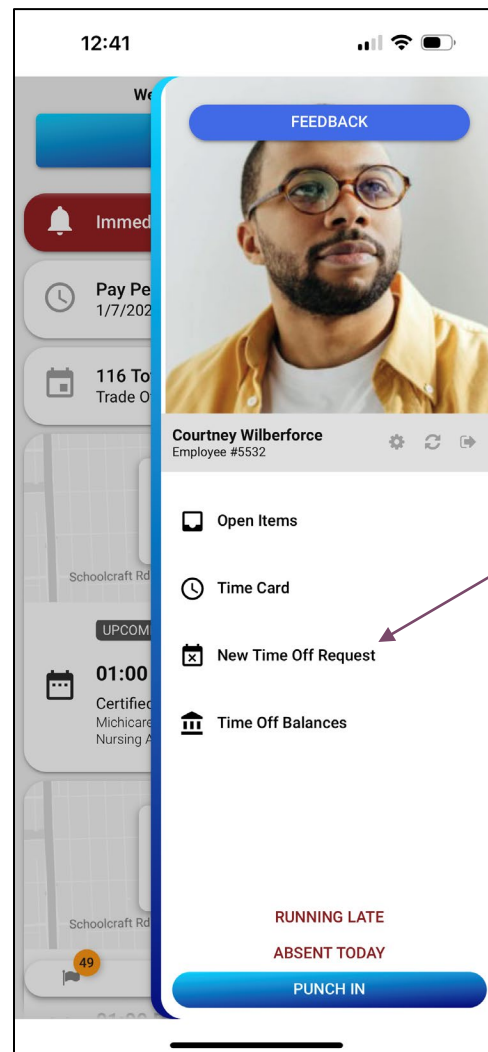
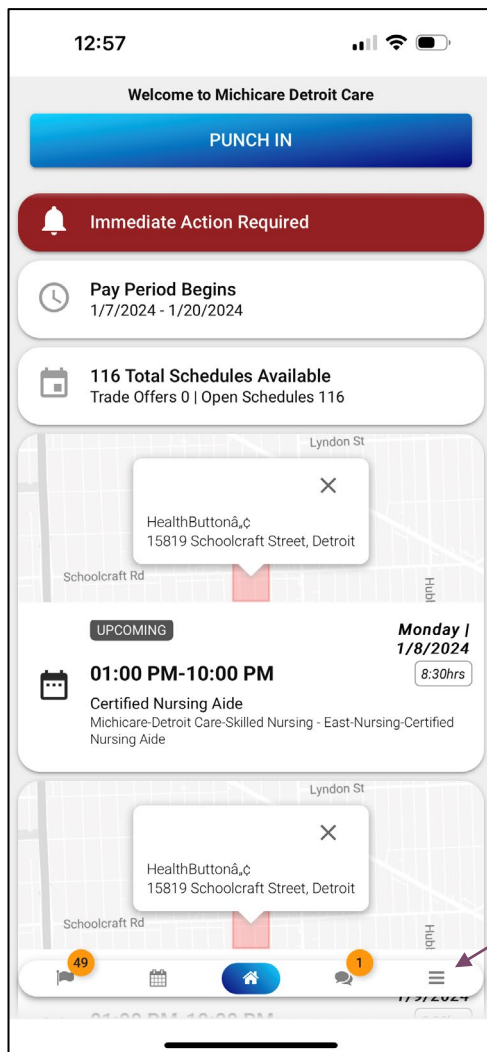




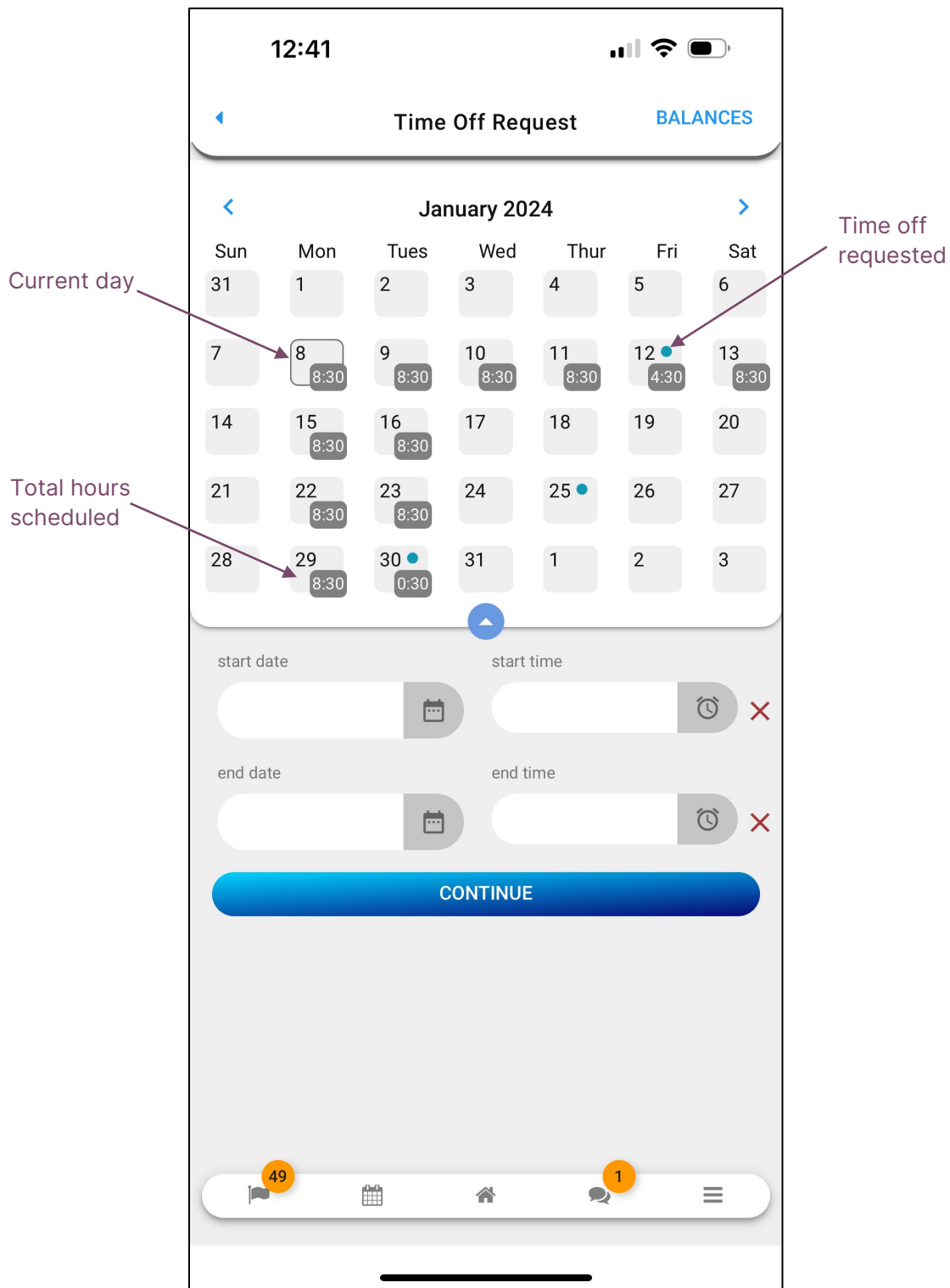
Requesting Multiple Days off

You can request multiple consecutive days off in My Attendance Manager in the Time Off Request screen by selecting the days, the total hours off for those days and the benefit bank you want to deduct the hours from.

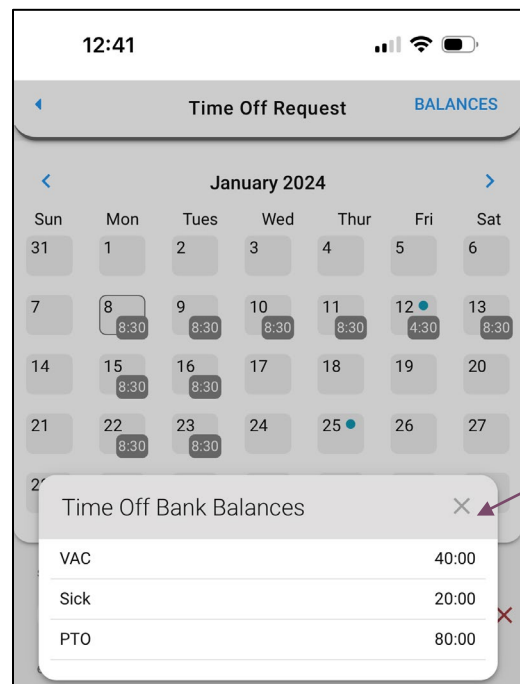
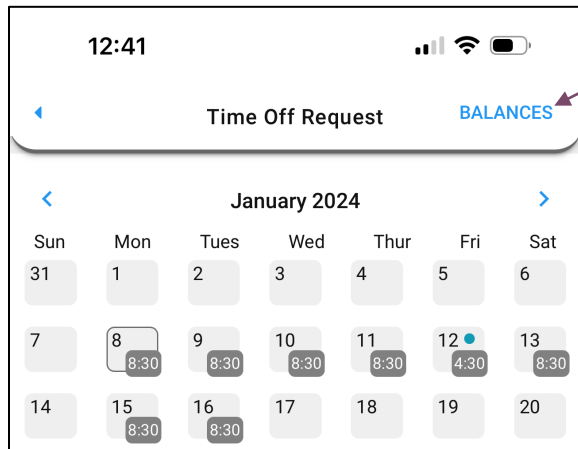
To request a series of consecutive days off, tap the ☰ menu in the home screen and tap New Time Off Request in the employee screen.



In the Time off Request screen, you can view days you are scheduled to work, indicated by the total scheduled hours displayed in the calendar. The current day is highlighted with a gray outline. Previous time off requests are indicated by blue dots.



If you need to view your benefit balances before requesting time off, tap the Balances link at the top of the Time off Request screen. A pop-up Time Off Bank Balances window lists the total hours for each of your benefits.



To request multiple days off, tap the first day of the series of days you are requesting off in the calendar. The selected day will be highlighted dark gray in the calendar. Next, tap the last day in the series of days you are requesting off in the calendar. The day or days off in between your first and last day selections will be highlighted dark gray, indicating they have also been selected for the time off request.

The screenshot shows the 'Time Off Request' app interface. At the top, the status bar displays '11:37' and signal icons. Below the title bar, there are navigation arrows and the text 'Time Off Request' and 'BALANCES'. A calendar for 'January 2023' is displayed, with days of the week (Sun to Sat) and dates (31 to 3). A purple arrow points to the date '22' (Monday, 1/22/2024), which is highlighted in dark gray. Below the calendar, there are input fields for 'start date' (01/22/2024), 'start time' (01:00 pm), 'end date' (01/22/2024), and 'end time' (10:00 pm). A blue 'CONTINUE' button is visible. At the bottom, a summary card shows 'MONDAY 1/22/2024' and '01:00 PM-10:00 PM' for 'Certified Nursing Aide' at 'Michicare-Detroit Care-Skilled Nursing - East-Nursing-Certified Nursing Aide' for '8:30hrs'.

The screenshot shows the 'Time Off Request' app interface. At the top, the status bar displays '11:37' and signal icons. Below the title bar, there are navigation arrows and the text 'Time Off Request' and 'BALANCES'. A calendar for 'January 2023' is displayed, with days of the week (Sun to Sat) and dates (31 to 3). A purple arrow points to the date '23' (Tuesday, 1/23/2024), which is highlighted in dark gray. Below the calendar, there are input fields for 'start date' (01/22/2024), 'start time' (12:00 am), 'end date' (01/23/2024), and 'end time' (11:59 pm). A blue 'CONTINUE' button is visible. At the bottom, a summary card shows 'MONDAY 1/22/2024' and '01:00 PM-10:00 PM' for 'Certified Nursing Aide' at 'Michicare-Detroit Care-Skilled Nursing - East-Nursing-Certified Nursing Aide' for '8:30hrs'. The day 'TUESDAY' is also visible below the summary card.

The date fields will be filled for you with the first day selected as the start date and the last day selected as the end date. The start time and end time fields do not need to be set. Tap the **Continue** button.

The screenshot shows a mobile app interface for a "Time Off Request". At the top, the status bar shows the time 11:37 and signal icons. Below the title bar, there are two tabs: "Time Off Request" (active) and "BALANCES". A calendar for January 2023 is displayed, with dates 1 through 31. Some dates have time slots (e.g., 8:30, 4:30, 0:30). Below the calendar, there are four input fields: "start date" (01/22/2024), "start time" (12:00 am), "end date" (01/23/2024), and "end time" (11:59 pm). Each field has a clear button (X) and a clock icon. A blue "CONTINUE" button is at the bottom. A purple arrow points to the "start date" field, and another purple arrow points to the "end time" field.

Select a benefit bank you want to deduct your time off hours from the Banked Time drop-down list. Each benefit bank in the drop-down list indicates the time remaining in that bank.

The screenshot shows the "Time Off Request" form with the "Banked Time" drop-down menu open. The menu lists four options: "VAC", "PTO - 80:00", "Sick - 20:00", and "VAC - 40:00". The "Hours" field is set to "16:00". A purple arrow points to the "Banked Time" drop-down menu, and another purple arrow points to the "Hours" field.

Enter the total number of hours you will be taking off in the Hours field.

Type a message in the Notes field if needed and tap the **Continue** button.

11:39

Start Date: 1/22/2024 12:00 AM End Date: 1/23/2024 11:59 PM
Scheduled Hours: 17:00

☐ Set daily PTO usage

Banked Time: VAC Hours: 16:00

Notes: Enter message here

CONTINUE

Two red arrows point to the 'Enter message here' text field and the 'CONTINUE' button.

Verify the details of your request and tap the **Submit** button.

11:39

Time Off Request BALANCES

Start Date: 1/22/2024 12:00 AM End Date: 1/23/2024 11:59 PM
Scheduled Hours: 17:00

☐ Set daily PTO usage

Banked Time: VAC Hours: 16:00

Submit Time Off Request

Start Date	End Date
1/22/2024 12:00 AM	1/23/2024 11:59 PM



used

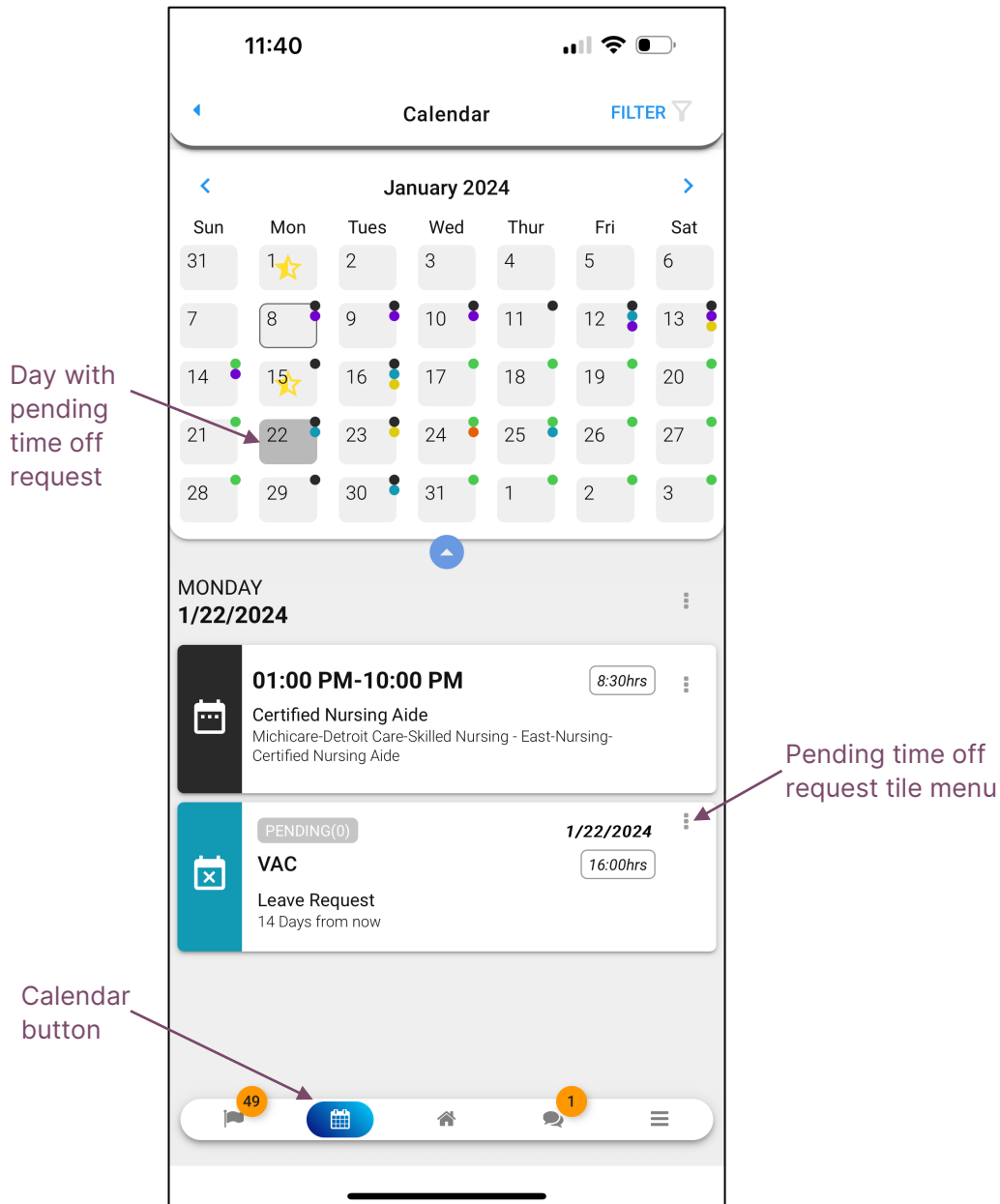
VAC	16:00
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CANCEL **SUBMIT**

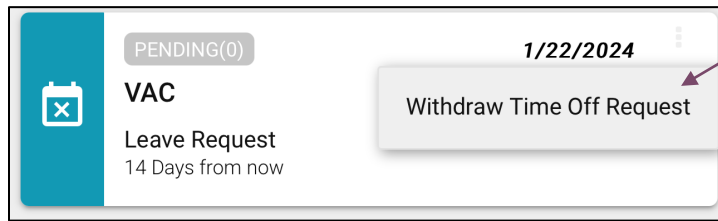
A red arrow points to the 'SUBMIT' button in the modal dialog.

Canceling a Time off Request

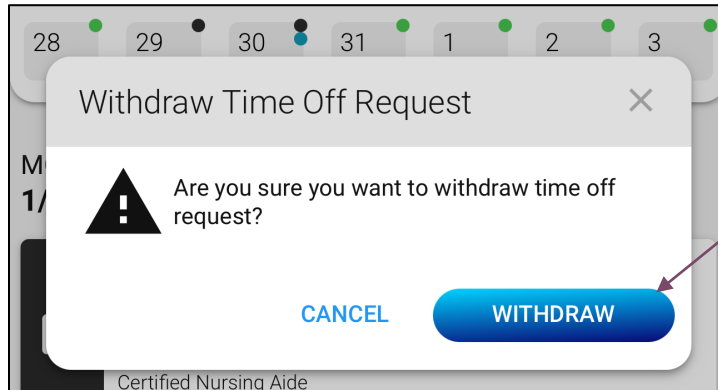
You can cancel a time off request that is pending manager approval and a time off request that has been approved. To withdraw a pending time off request, tap the Calendar button  to view the Calendar screen and tap the date of the pending time off request in the Calendar. Tap the tile menu  of the pending time off request.




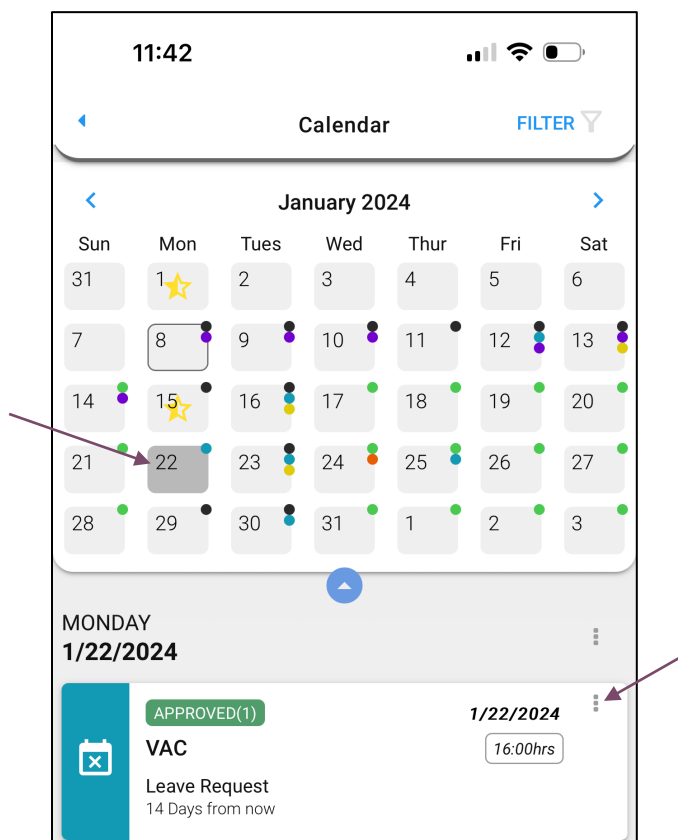
Tap the Withdraw Time off Request pop up window.



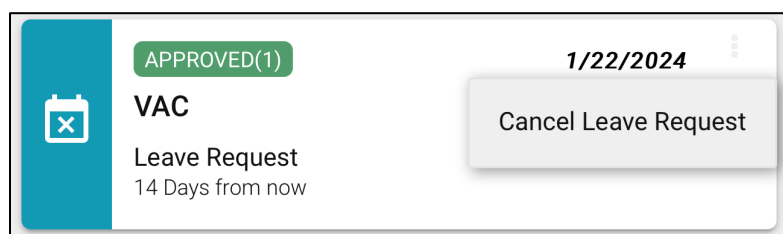
Confirm your request to cancel the time off request by tapping the **Withdraw** button.



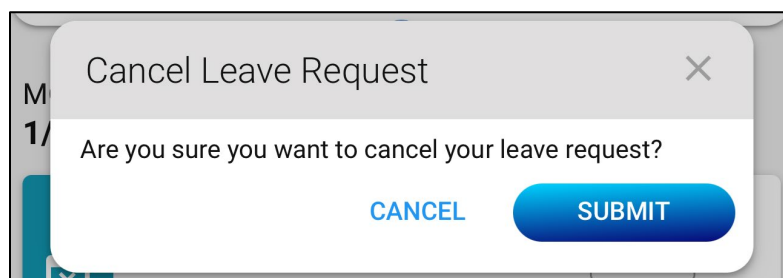
To cancel a time off request that has been approved, tap the date of the leave request in the Calendar screen. Tap the tile menu  of the approved leave request tile.



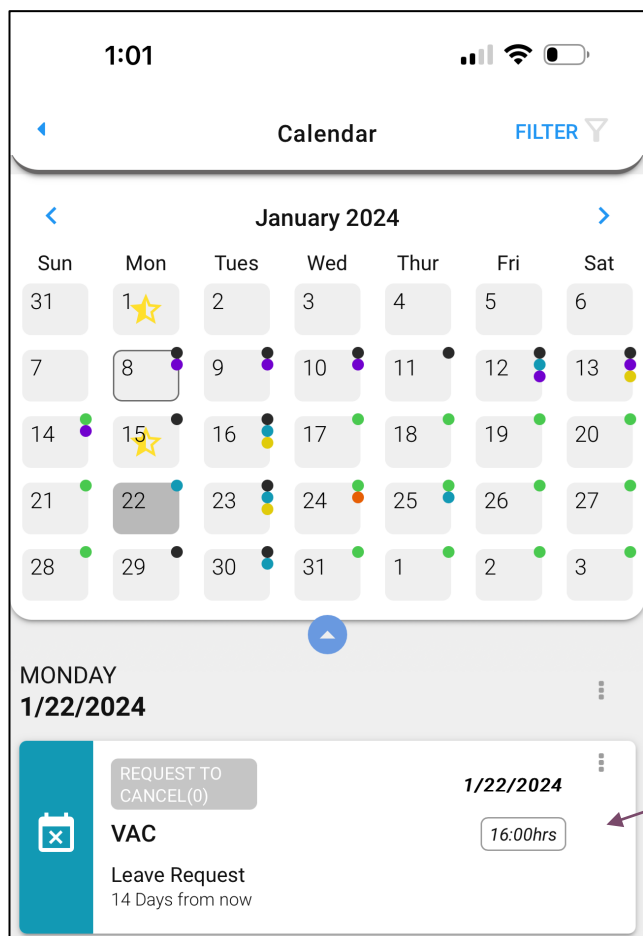
Tap the Cancel Leave Request pop-up window.



Tap the **Submit** button to confirm your leave request cancellation.



The leave request tile will indicate the request to cancel is pending your manager's approval.



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