

SOP 16 | Scheduling

Review a time off request

Approve or decline a request and resolve the staffing impact separately.

For Web and mobile · Administrator / Supervisor

Before you start Review the employee, property and full requested interval.

Open Review > Time off & coverage

Step 1 Open requests

Choose Review, then Time off & coverage. On mobile open Requests for the property.

Step 2 Inspect the time off request

Read requested dates, local times, note and current status. Compare against the staffing schedule.

Step 3 Record the decision

Choose the available approval or decline decision, enter the decision note and submit the review.

Step 4 Check staffing separately

Refresh the request status. If approved leave conflicts with a shift, adjust staffing or arrange coverage; the request does not automatically cancel an assignment.

Check your result The recorded decision appears on the request and any staffing gap has a separate plan.

If something goes wrong If the request changed before saving, refresh and review its latest state.

See the picture reference on the next page.

SOP 16 Picture reference

Review a time off request

AT

Amelia Taylor
Employee request

Pending

Date	Until	Submitted
Oct 4, 2026, 3:00:00 AM CDT	Oct 5, 2026, 3:00:00 PM CDT	Sep 29, 2026, 7:47:19 AM CDT

Employee note

Family appointment — awaiting decision.

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Coverage impact
No overlapping scheduled shift was found.

Review note

Deny

Approve

Step 3 · Read the request and coverage impact before recording the approval or denial.

Application screenshot with training data.