

SOP 36 | Associate work

Request or cancel time off

Request time away and track the manager's decision.

For Mobile · Associate

Before you start The current mobile request applies to all currently assigned properties. Managers decide each property's request separately.

Open My work > Availability & time off > Time off

Step 1 Open your personal hours

From My work select Availability & time off, then Request time off.

Step 2 Set dates and hours

Choose First day and Last day. Keep All day time off enabled for whole days, or edit the start/end hours. Verify the displayed time zone and assigned-property count.

Step 3 Review your request

Add an optional note without medical details. Select Review time off. Check the full interval and the notice that it applies to all currently assigned properties.

Step 4 Save and inspect decisions

Select Confirm save. Open the Time off tab and tap the saved group to inspect each property's status and manager response.

Step 5 Cancel active requests when needed

Open the saved time-off group, choose Cancel active requests where offered, review the interval and Confirm save. Refresh and check each resulting status.

Check your result The request and its current decision are visible in your list.

If something goes wrong A time off request, even if approved, does not automatically cancel your existing assigned shift. Contact your supervisor about conflicting work.

See the picture reference on the next page.

SOP 36 Picture reference

Request or cancel time off

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Request time off

Your hours · all assigned properties

Applies to all 1 assigned properties. Times: America/Chicago. Managers review each property; shifts are not cancelled automatically.

First day: 2026-10-02

Last day: 2026-10-02

All day ☒

Optional note — no medical details needed

Review time off

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Review changes

Your hours · all assigned properties

Request time off 10/2/2026, 12:00:00 AM to 10/3/2026, 12:00:00 AM

For all currently assigned properties. Does not change access, training or scheduled shifts.

Confirm save

Left · Step 2 · Review the time zone and all assigned properties before requesting time off.

Right · Step 3 · Confirm save applies the reviewed request; existing shifts stay unchanged.

Application component preview with training data. Native permission prompts may differ.