How to request time off in HotSchedules

This guide shows you how to request time off in HotSchedules from the mobile app. You can request a full day, a range of days, or a partial day, such as time for a doctor's appointment. After you submit the request, you can track its status in the app.

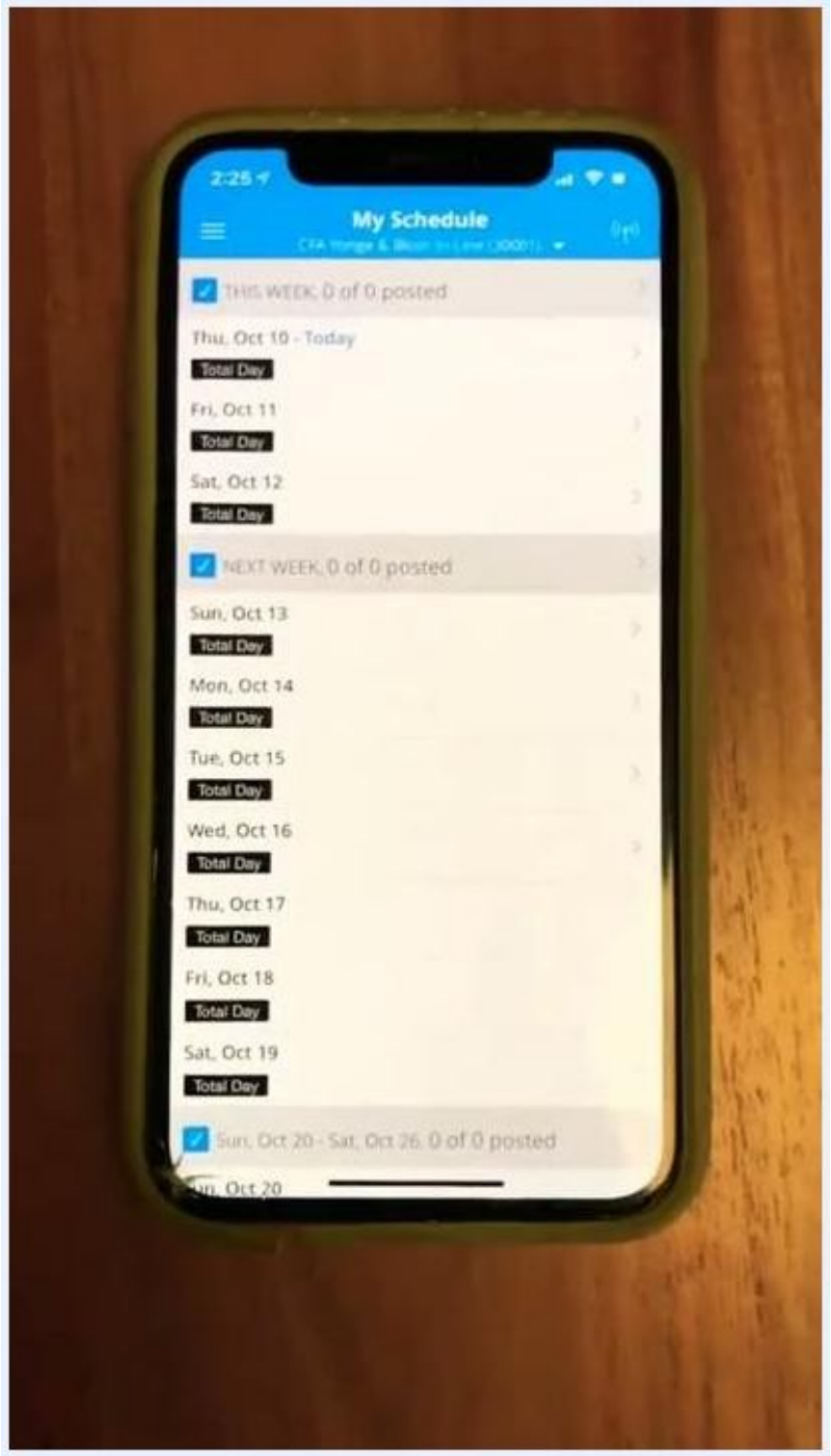
Prerequisites

- The HotSchedules app on your phone
- The date or dates, and the times if it's a partial day, that you need off
- A reason for your request, because the **Comments** field is required

Steps to request time off in HotSchedules

1. Open the app and view your schedule

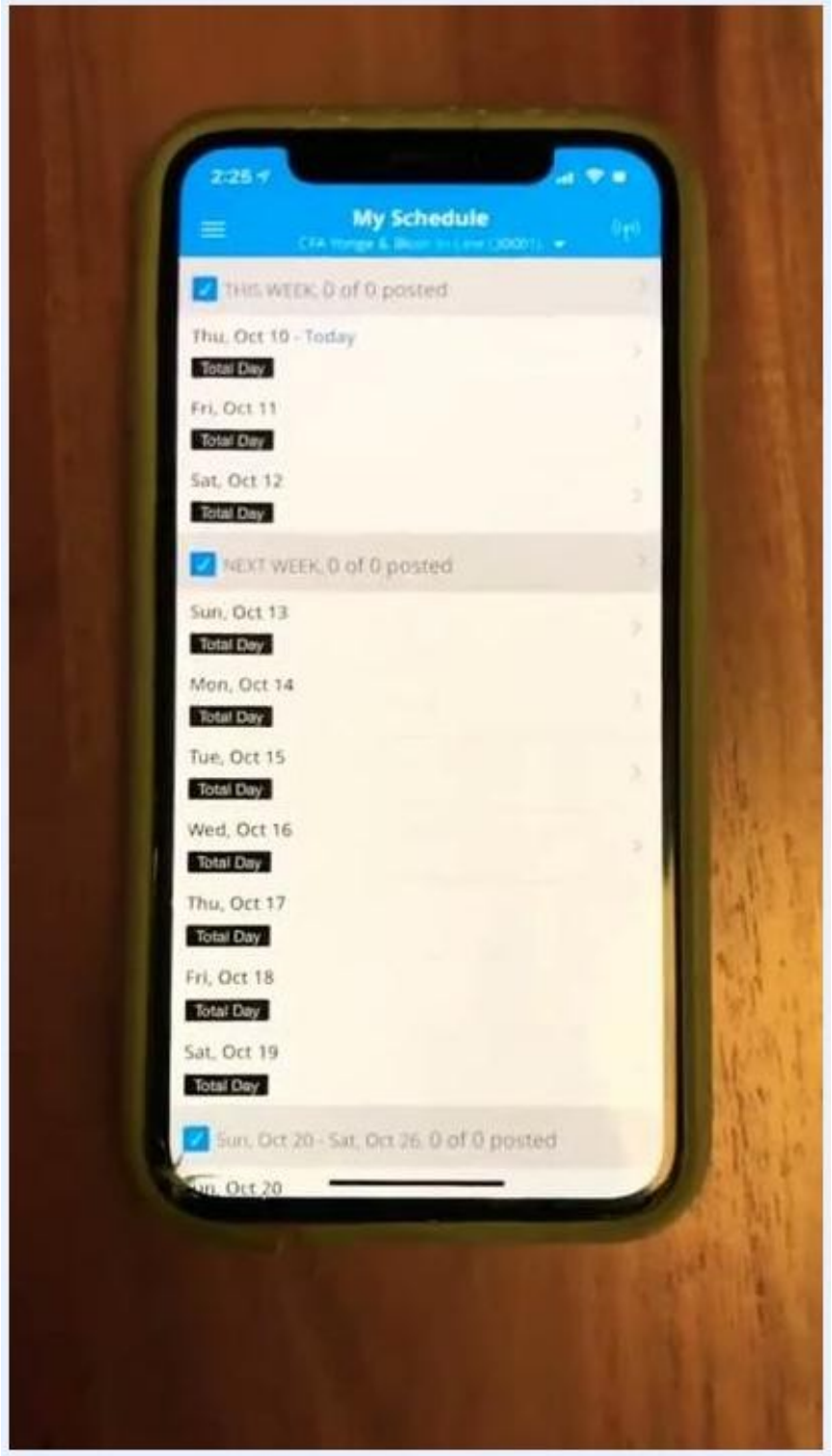
Launch the HotSchedules app on your phone. The main screen shows your schedule, with dates and shift details.



The My Schedule screen in the HotSchedules app, listing each date with its Total Day entry

2. Open the main menu

Tap the three horizontal lines (menu icon) in the top left corner of the screen. The navigation menu slides out and shows options such as **Auto Pickup/Release**, **Time Off & Requests**, and **My Availability**.

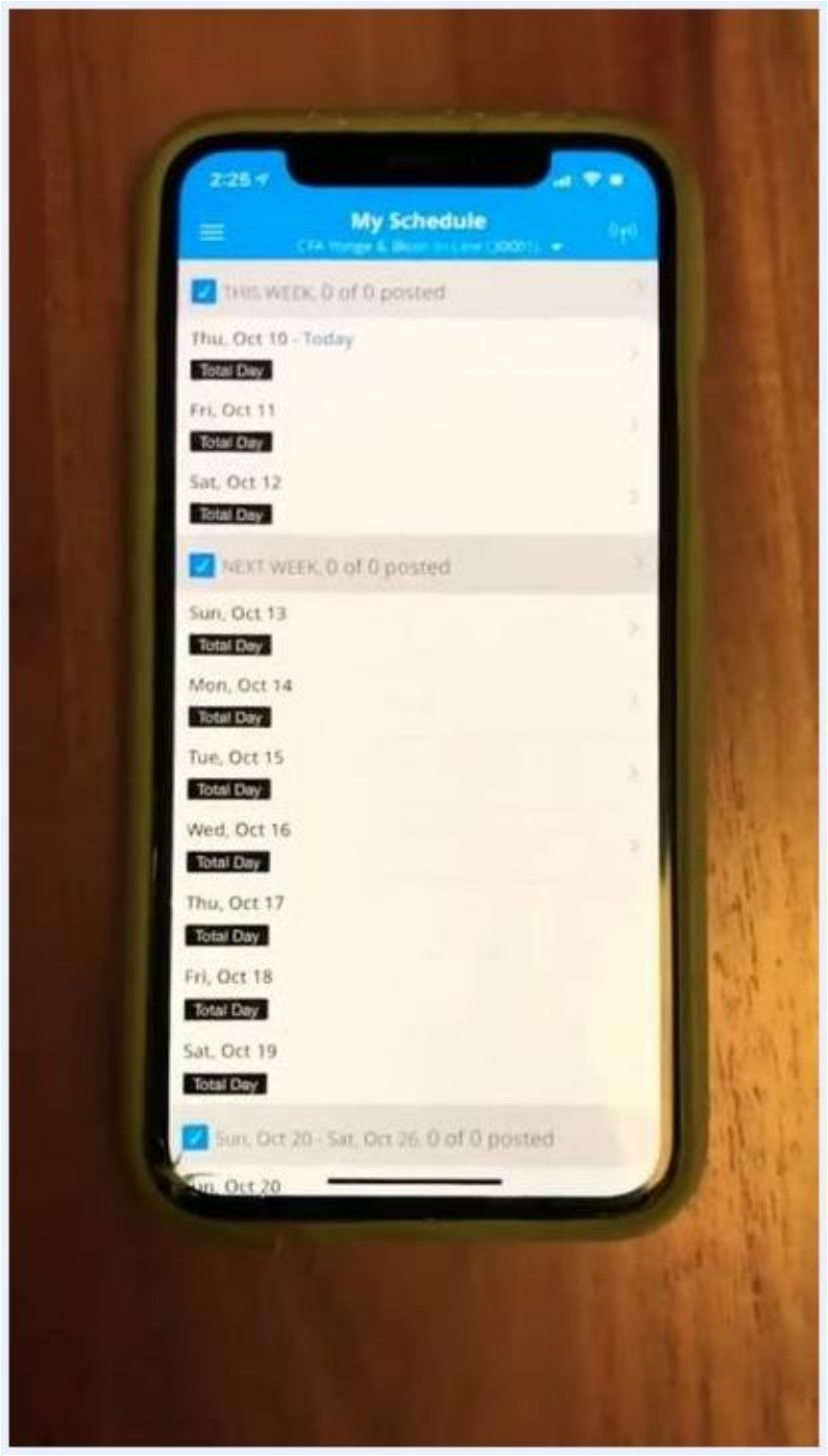


The HotSchedules navigation menu open over the schedule, showing Time Off & Requests, My Availability, and Staff

3. Go to Time Off & Requests

In the menu, tap **Time Off & Requests** to open the time off request section. On the **Time Off/Requests** screen, you see "No Requests Created" if you haven't submitted any requests yet.

Tap the plus (+) icon, usually at the bottom or top of the screen, to create a new request.



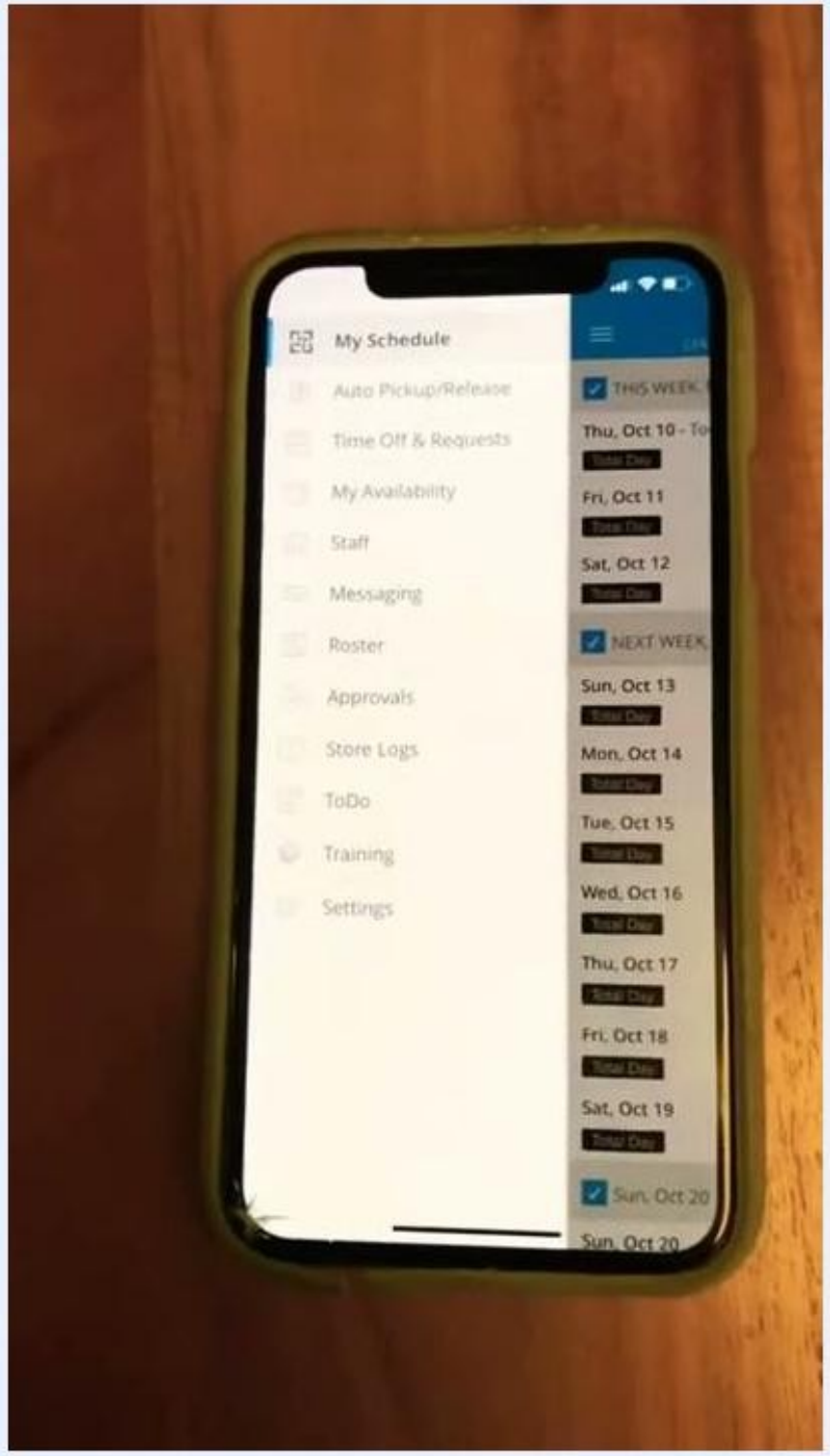
The Time Off/Requests screen with "No Requests Created" and a finger pointing to the plus icon

4. Choose the type of request

A menu appears with these options:

- **Time Off Needed**
- **Prefer to Work**
- **Cancel**

Tap **Time Off Needed** to request time off for a specific date or range.



A pop-up with the Time Off Needed, Prefer to Work, and Cancel options, and a finger about to select Time Off Needed

Choose the type that fits your situation:

- **Time Off Needed:** Use this for days you absolutely need off.
- **Prefer to Work:** Use this if you are usually unavailable but would like to work on a specific day outside your normal availability.

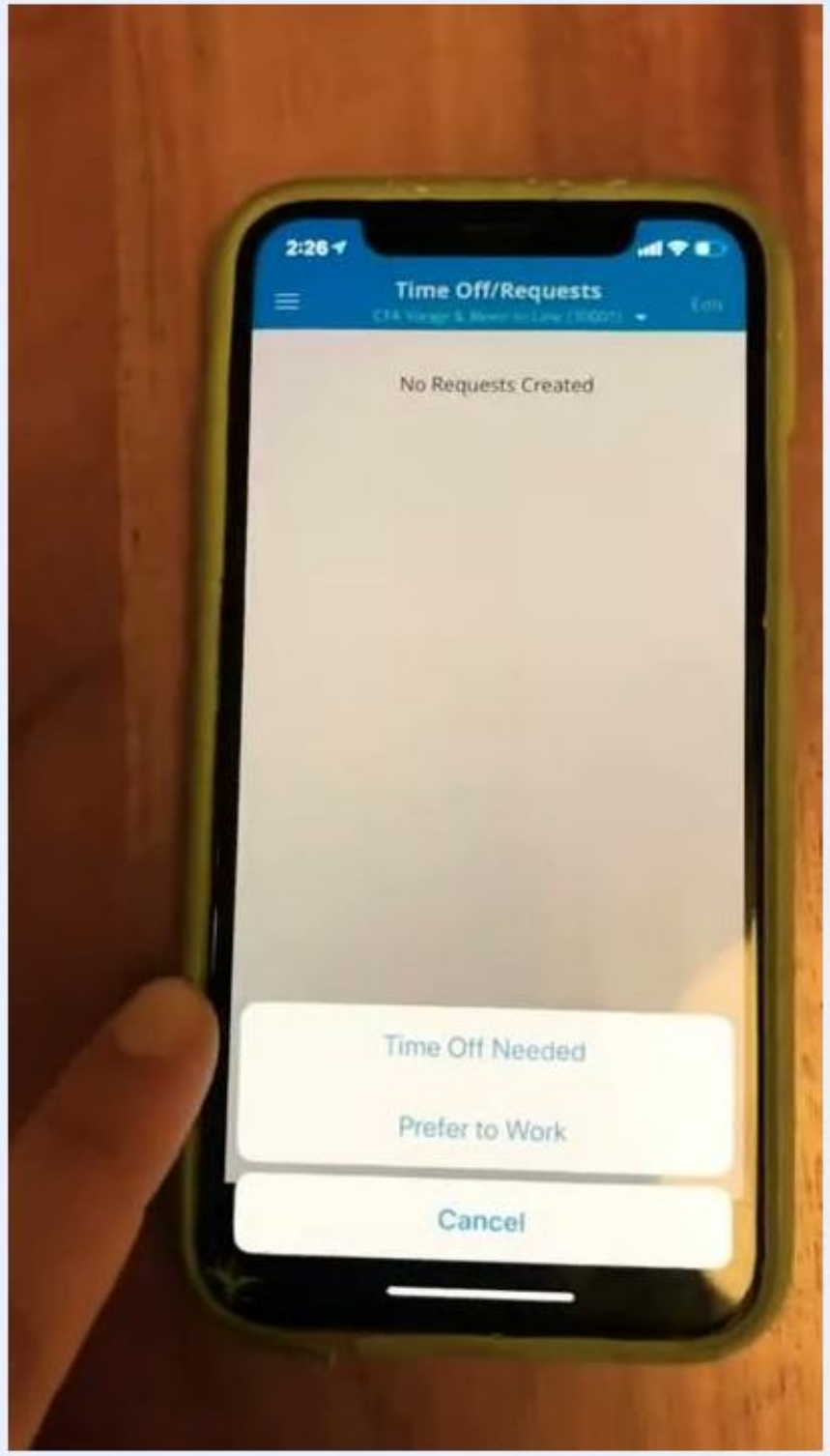
5. Select the date for your time off request

A calendar appears, with the earliest available date for requests highlighted (for example, October 31st).



The calendar showing October 2019, with October 31st highlighted as the earliest available date

Tap the date you want to request off (for example, November 22nd).



The calendar showing November 2019, with a finger pointing to the 22nd

6. Set the time off details

After you select the date or dates, a form opens with these fields:

- **Type:** Time Off Needed
- **All Day On:** A toggle switch, enabled for a full day off
- **Starts:** The start date (for example, 11/22/19)
- **Ends:** The end date (for example, 11/22/19 for a single day, or a later date for a range)
- **Comments (Required):** A reason or note for your request

To request multiple days off, select a range, such as 11/22/19 to 11/29/19.



The Time Off Needed form with All Day On enabled, start and end dates set, and the required comments field

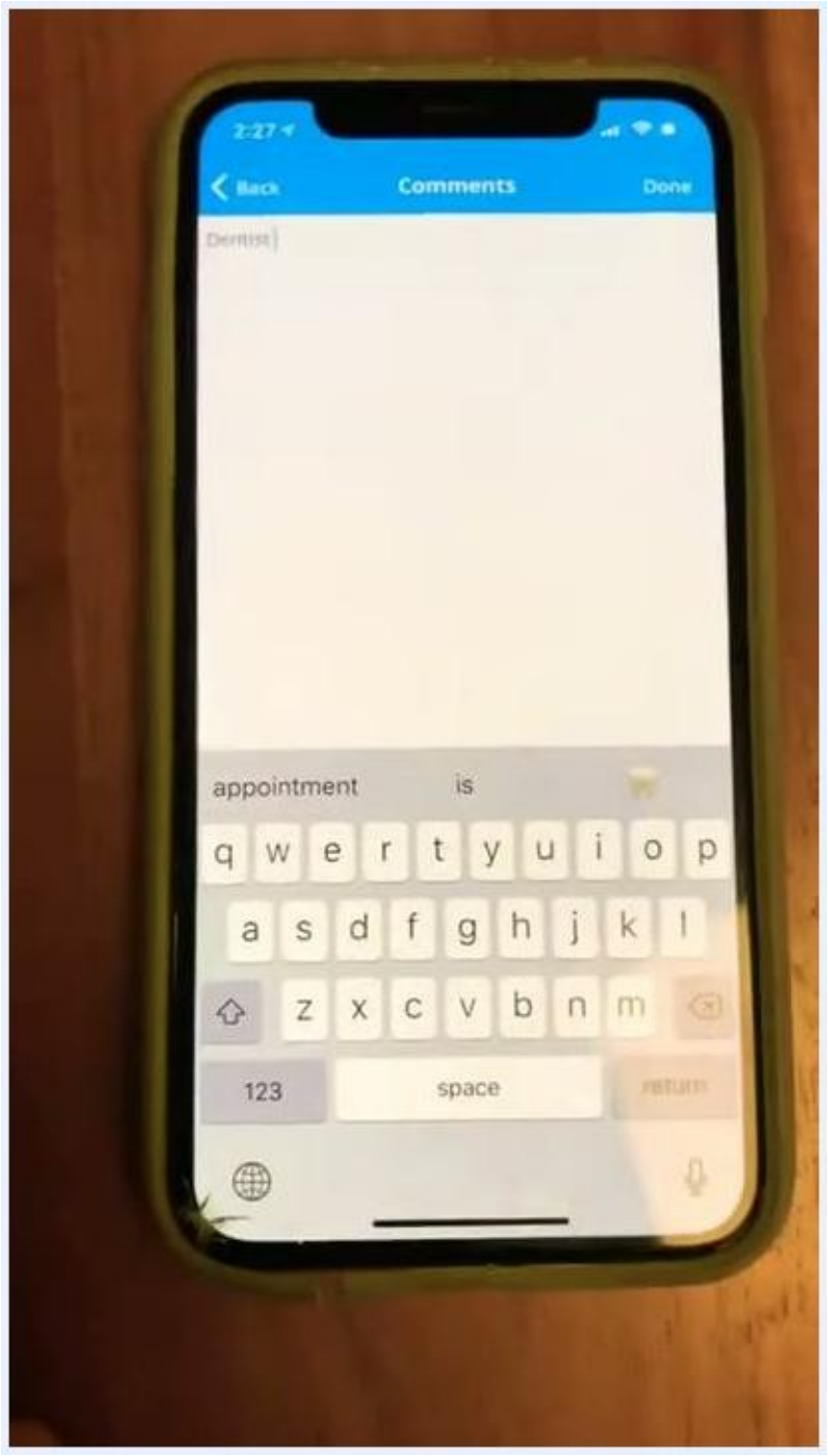
7. Request a partial day off

If you are unavailable for only part of a day, such as for a doctor's appointment, turn off the all-day toggle. Then set the times:

- Set **Starts** to the beginning of your unavailable period (for example, Fri, Nov 22 @ 4:00 PM).
- Set **Ends** to when you will be available again (for example, Fri, Nov 22 @ 5:00 PM).

Allow enough time for travel to and from your appointment, not just for the appointment itself.

Tap the **Comments (Required)** field and enter a clear reason for your request, such as "Dentist."



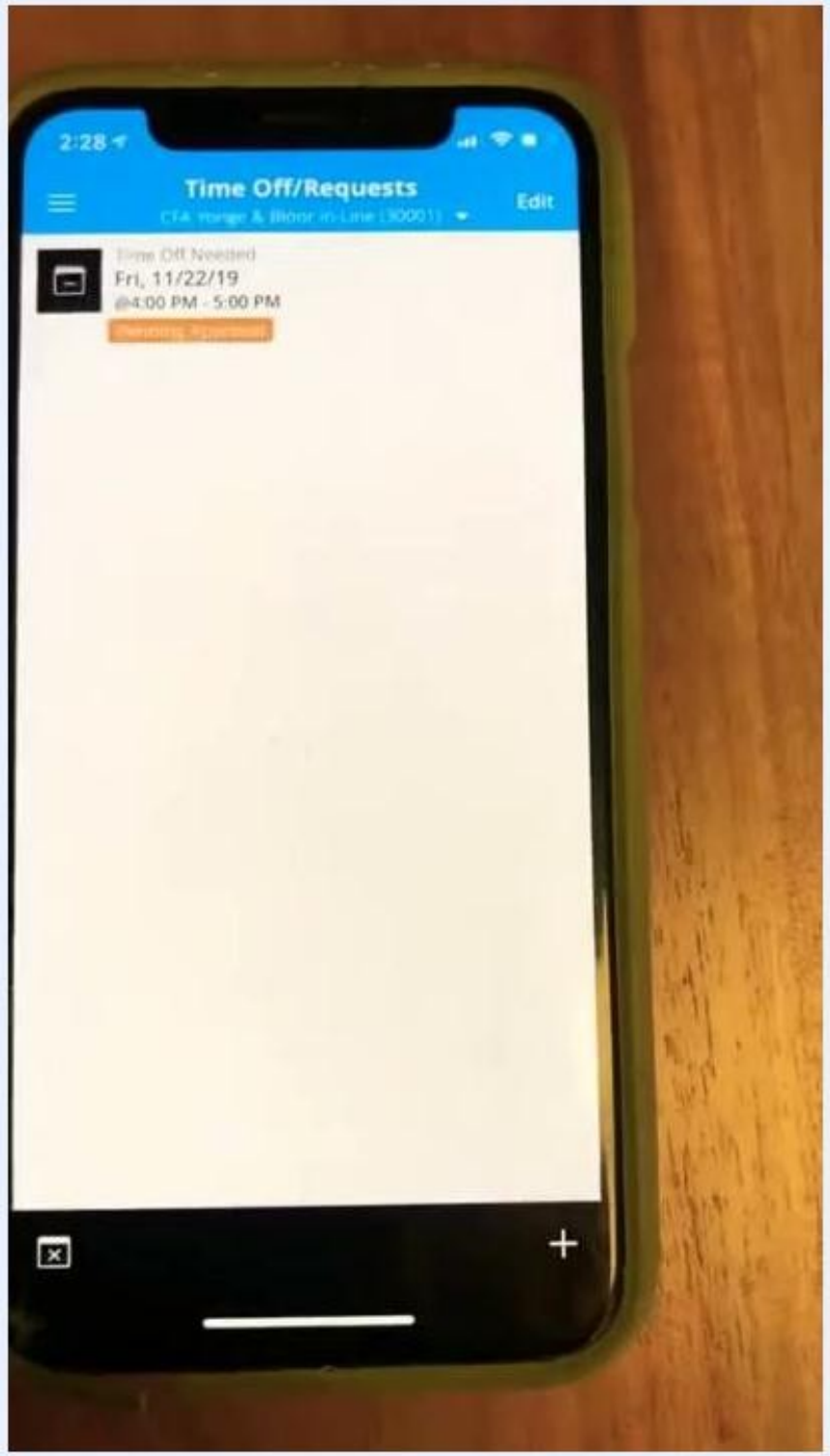
The Time Off Needed form with the all-day toggle off, times set from 4:00 PM to 5:00 PM, and "Dentist" in the comments field

8. Submit your time off request

Before you submit, keep these best practices in mind:

- Always give a specific reason in the comments. This helps managers understand your needs and prioritize requests.
- Submit your request as far in advance as possible. Earlier requests are more likely to be approved, especially if several people ask for the same day off.
- Remember that time off is a request, not a guarantee. Approval depends on timing, reason, and staffing needs.

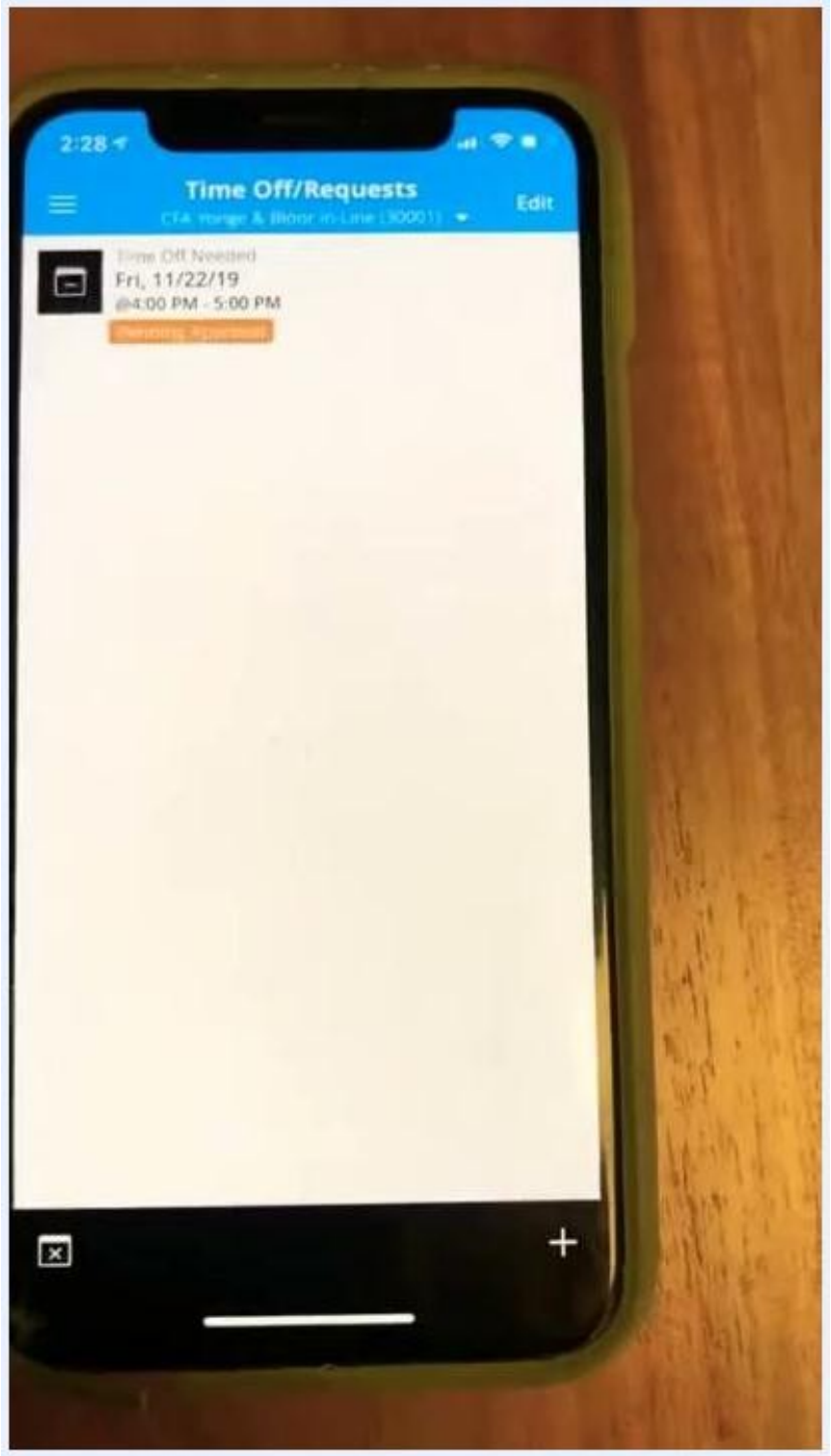
After you fill in all required fields and comments, tap **Done** in the top right corner to submit your request.



The completed Time Off Needed form with partial-day times and a comment, ready to submit with Done

9. Check the status of your request

Once you submit, your request appears in the **Time Off/Requests** section. It shows as "Pending Approval" until management reviews it. You can view its details, including the date, time, and status.



The Time Off/Requests screen with a pending request for Fri, 11/22/19 from 4:00 PM to 5:00 PM, labeled Pending Approval

10. Wait for approval

Managers typically review requests within two weeks. Check the status in the app to see whether your request is approved or denied. If you have questions about your request, contact your manager directly.



The Time Off/Requests screen with a pending request awaiting manager review

Summary

You now know how to request time off in HotSchedules: open **Time Off & Requests**, tap the plus icon, choose **Time Off Needed**, pick your dates or times, add a comment, and tap **Done**. Submit requests as early as possible and include clear comments to give yourself the best chance of approval.

What's next

- Check the **Time Off/Requests** screen to see whether your request is approved or denied.
- Contact your manager directly if you have questions about a pending request.