

STAFF SUPERVISOR: VIEW YOUR TEAM'S TIME OFF

1. From your **Home** screen, select **Team Time Off**. Then under View, click on **Time Off and Leave Calendar**.
2. This will give you a monthly view of any time off for your team (the employees you supervise). You can click on the employee names for more information about the time off.

The screenshot displays the 'Time Off and Leave Calendar' for September 2015. The interface includes a header with the title, navigation arrows, the current month, and a 'View' dropdown set to 'Month'. The calendar grid shows the following time off events:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
6	7 Labor Day	8 ✓ Jane Austen ✓ Agatha Christie	9	10	11	12
13	14	15	16	17	18	19
20	21	22 ✓ Agatha Christie	23	24	25	26
27	28	29	30	1	2	3

3. To see a list instead of a calendar, view **All Time Off** (all submitted) or **Approved Time Off** (all approved).