

1. [Employee Resources](#)

How do I request time off?

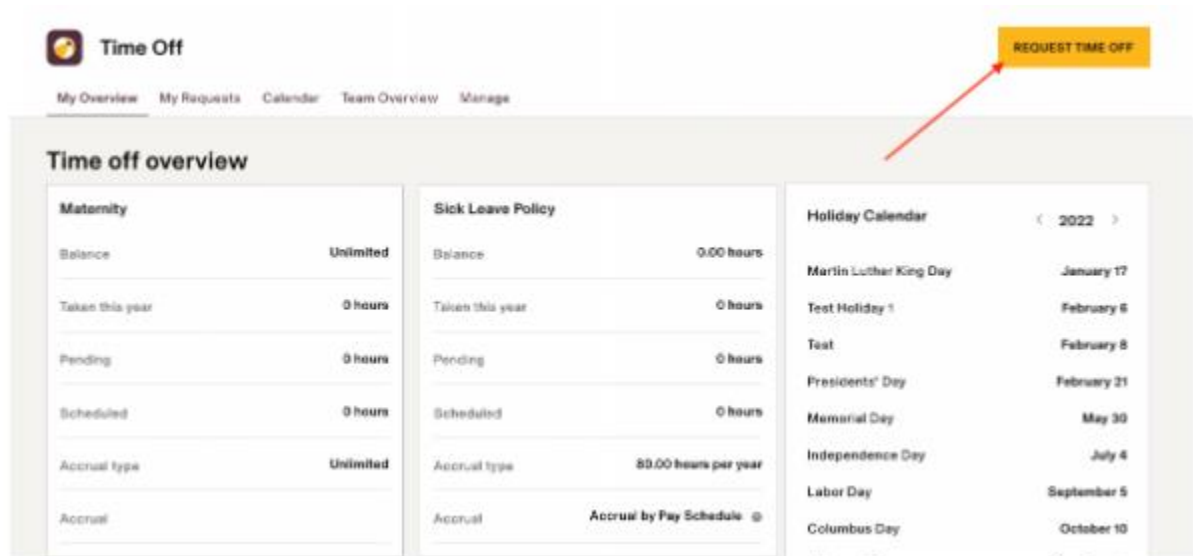
Employees who are assigned a leave policy can request time off from the **Request** tab of their **Time Off** app in Rippling. If you're looking for more information on the features of your Time Off app, [see this guide](#).

How to request time off

1. From the Rippling Dashboard, open the **Time Off** app.

The app will show your balance of hours remaining, pending approval, scheduled, and taken for the year under the **My Overview** tab.

2. In the upper right-hand corner, select **Request Time Off**.

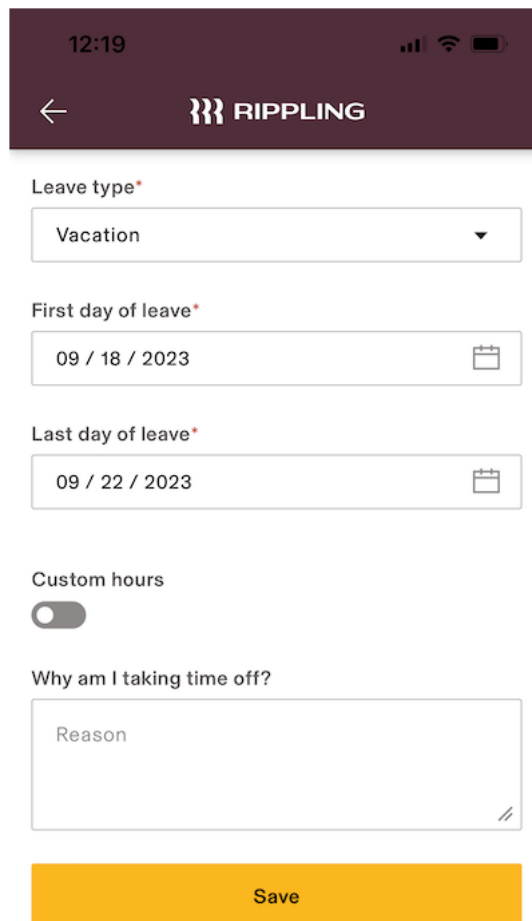


3. Select the type of leave you are requesting, enter the dates of your leave, and provide a reason for your time off (if you want).
 - If you are requesting custom hours, you must first select the start and end dates of the leave before checking the Custom Hours box
 - Input the number of custom hours you wish to request off, and the time when the leave starts
4. Click **Save**.

Your manager will receive an email to approve or deny your request. If you don't have a direct manager, your company admins will receive the email. You'll receive an email informing you once your manager or admin approves/denies the request.

How to request time off via the Rippling mobile app

1. Open the **Rippling** app on your mobile device.
2. Tap the **Time Off** app > click **Request time off**. If you're a manager, you'll have to select the **Personal** tab first, then click **Request time off**.
3. Fill in the details of the request > click **Save**.
 - If you are requesting custom hours, you must first select the start and end dates of the leave before moving the Custom Hours slider
 - Input the number of custom hours you wish to request off, and the time when the leave starts



The screenshot shows the 'Request time off' form in the Rippling mobile app. At the top, the status bar shows 12:19, signal strength, Wi-Fi, and battery. The app header is dark blue with a back arrow and the Rippling logo. The form fields are as follows:

- Leave type***: A dropdown menu with 'Vacation' selected.
- First day of leave***: A date picker showing '09 / 18 / 2023'.
- Last day of leave***: A date picker showing '09 / 22 / 2023'.
- Custom hours**: A toggle switch that is currently turned off.
- Why am I taking time off?**: A text input field with the placeholder 'Reason'.
- Save**: A large orange button at the bottom.