View Your Team's Time Off

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If you share or split job duties between members of your team, you may need to make sure your time off doesn't overlap with theirs.

You can view selected coworkers' scheduled time off as you submit your own time off requests, allowing you to more easily coordinate time off within your team.

Managers vs. Workers

Managers supervise a team of direct reports, but they are also members of teams, along with their own managers and coworkers.

This article covers team time off in your role as a *worker*. (Managers manage their team's time off with a different set of steps.)

Steps

1) Run the *Request Time Off* task.

2) click the *View Teams* button.

3) If the default *Organization* is not correct, select from the list of organizations you belong to.

4) Update the *Workers* field, if needed.

- Leave this field blank to view scheduled time off for all workers in the selected organization.
- Browse and select individual workers in the org by clicking *Workers* > *All Workers*.

5) Click *OK*.

6) Your *Request Time Off* calendar now displays selected team members' scheduled time off.

7) Proceed with submitting your time off request.