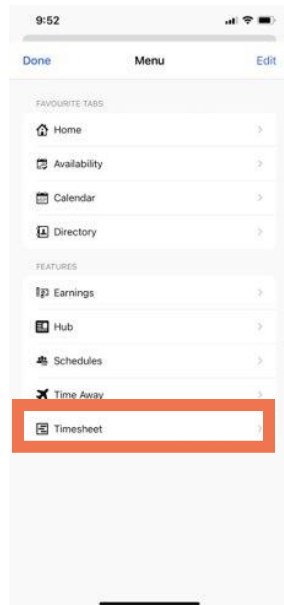


How to Apply for Leave - App

The user guide outlines how to apply for your leave using the Dayforce App.

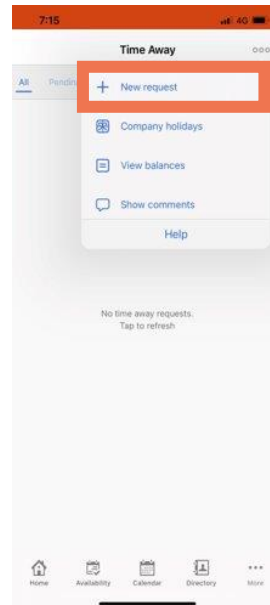
Step 1

From your menu click **Time Away**.



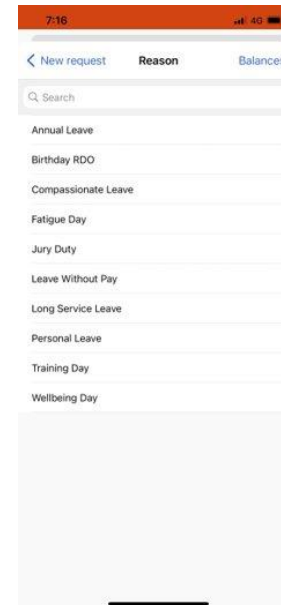
Step 2

Select **New request**.



Step 3

Select the correct leave **reason**.



Step 4

Enter details and click **Save**.

