

## How to apply for Leave – Browser

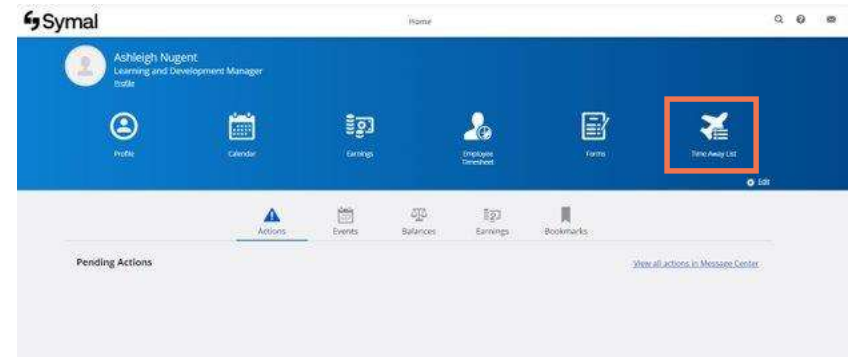
This user guide outlines how to apply for Leave through the Dayforce Browser.

### Step

### Image

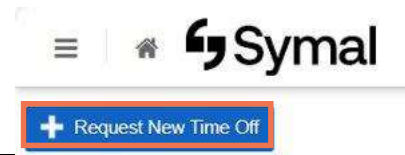
#### Step 1

Click on **Time Away List**.



#### Step 2

Click on **Request New Time Off**.



#### Step 3

Fill in the required details and click **submit**.

A screenshot of the 'Create Time Off Request' form. The form is titled 'Create Time Off Request' and has a status of 'Pending'. It contains the following fields: 'Time Requested: 4.5667 Hours', 'Reason' (with a dropdown menu), 'Start Date' (2/15/2022), 'End Date' (2/15/2022), 'Type of Request' (with radio buttons for 'All Day' and 'Partial Day'), 'Employee Comments' (a text area), 'Document privacy and retention' (a text area with a warning about document retention), and 'Balances' (a dropdown menu). There are 'Submit' and 'Close' buttons at the bottom right. The entire form is enclosed in a red rectangular border.