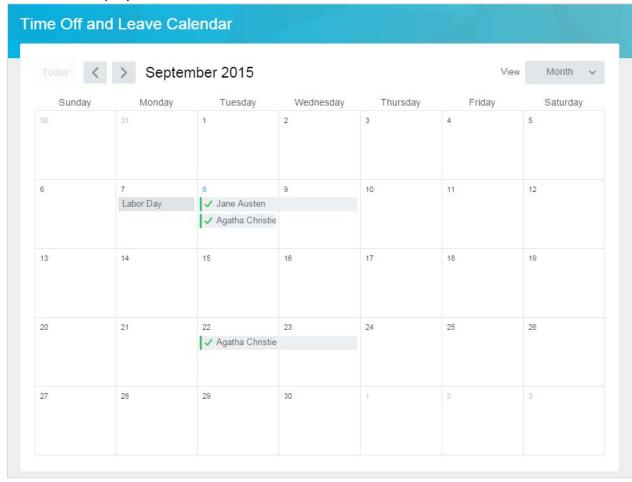
STAFF SUPERVISOR: VIEW YOUR TEAM'S TIME OFF

- 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.



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

Lewis & Clark