

Time Off Request

Log into your Rippling account: <https://app.rippling.com/dashboard>

How to Request Time Off (Web Browser)

1. Navigate to the main sidebar and select Time
2. Click My Time
3. Go to the Time Off tab
4. Select + Create new
5. Choose Time off

Completing Your Request

1. Select Time Off Policy

Choose the appropriate policy from the dropdown.

2. Enter Required Details

Dates:

- Input start and end dates

4. Review Your Request

Check current balance, projected balance, total time requested, and remaining balance after approval.

5. Submit Request

Click Continue or Save, then select Submit leave request.

Approval Process

Your manager or designated approver will review your request. You will receive an email once the

You can also view the training video: [Request Time Off](#)