

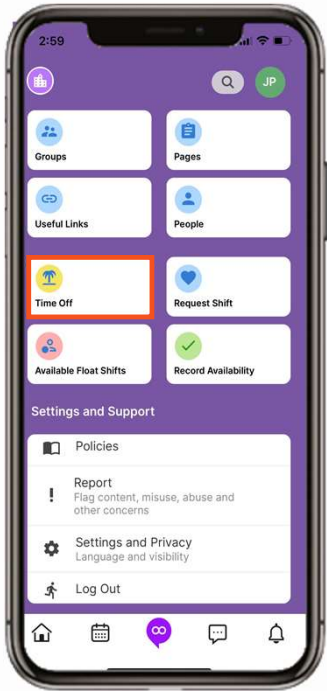
# Loop – Time Off



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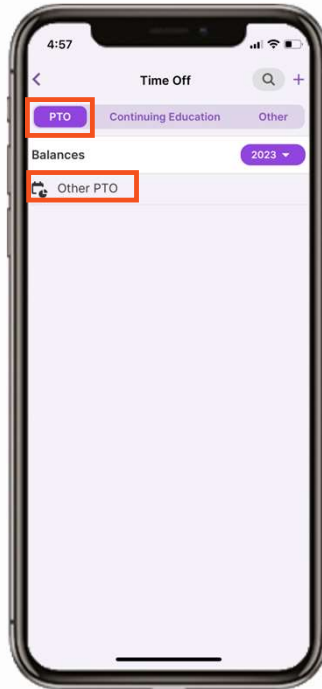
1

Select **Time Off** from the Loop main screen.



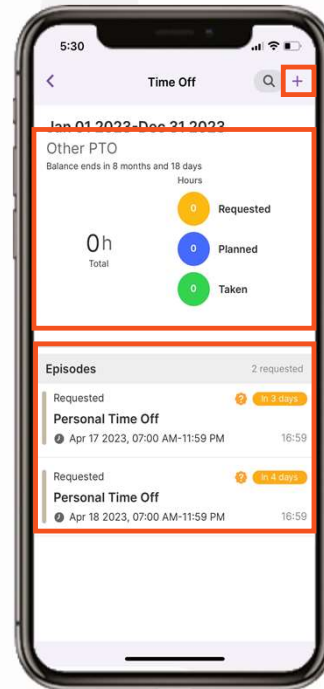
2

The top menu will default to the **PTO** category. Click on **Other PTO** to see your PTO bookings.



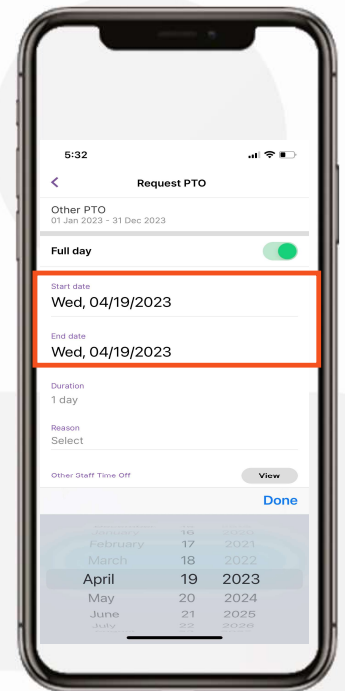
3

Your approved PTO bookings will be shown under **Episodes**. No PTO balances will be available.



4

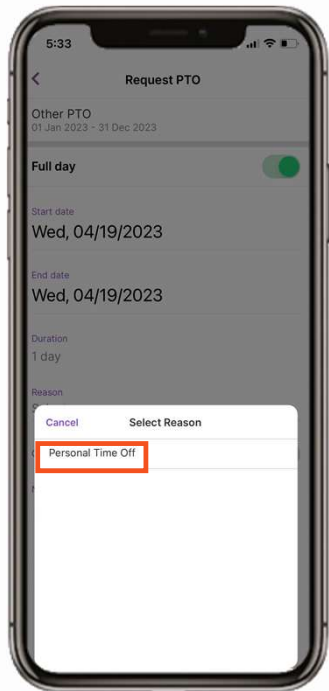
Click in the **Start date** or **End date** fields to bring up the date picker and select your PTO dates.



# Loop – Time Off

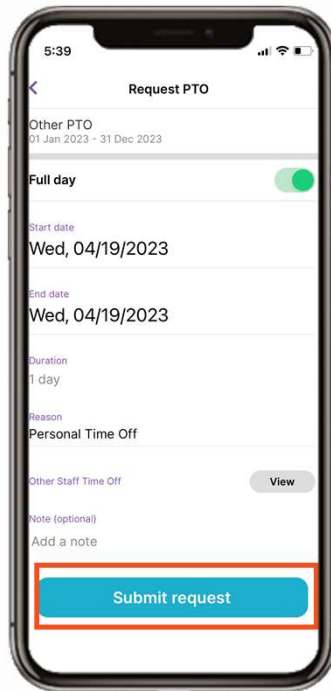
5

Click on the **Reason** field and select **Personal Time Off**.



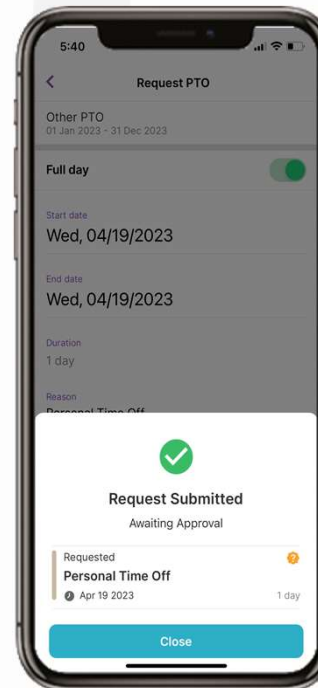
6

Select **Submit Request**.



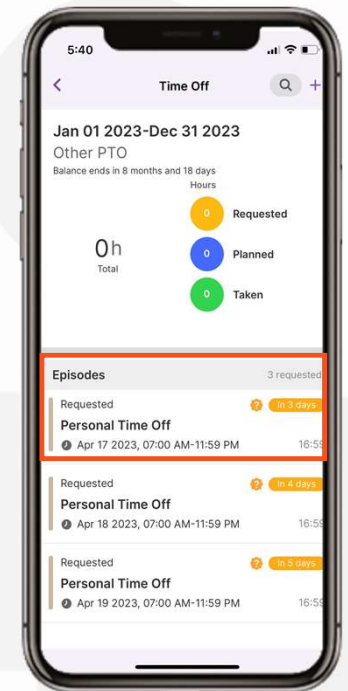
7

You will receive an acknowledgment that your request has been submitted.



8

Your PTO will appear under **Episodes**.



# Loop – Time Off

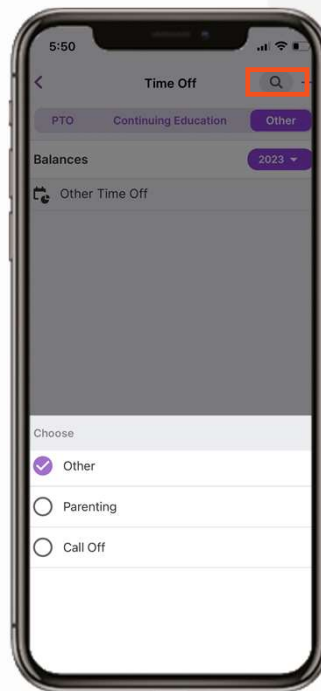
9

Click on the **Continuing Education** tab to view time off for training.



10

Click **Other** in the top menu to request time off for Parenting, **Call Off** for illness, or **Other** for other reasons.



11

Select **View** to view **Other Staff Time Off**, and see if your team members have time off that coincides with your requested dates.

