Zoho Corporation

Time Off

The details of time off can be accessed from the **Time Off** menu under the **Workforce** tab. You can create time off for other users. The ones created from the mobile app will also be listed here.

Available in Editions: **Standard**, **Professional**

Create Time Off

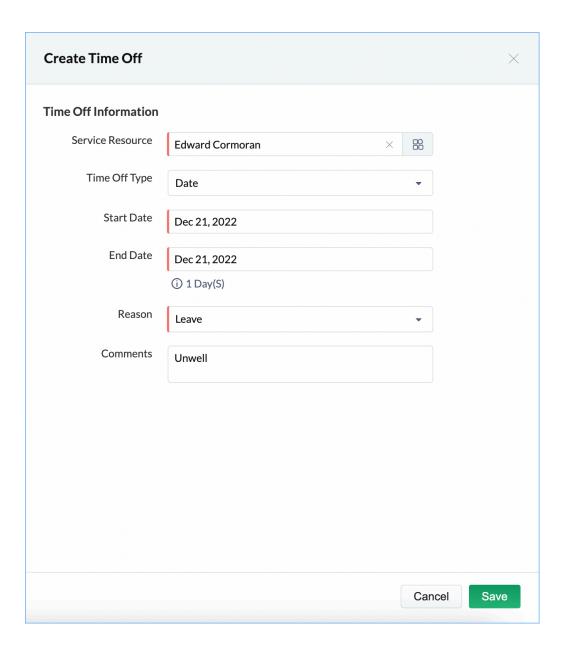ⓘ - **Permission Required**: Time Off

To create a time off:

1. Select **Time Off** from the **Workforce** menu and click **Create**.
2. Perform the following actions, then click **Create**:
    a. Select the **Service Resource** for whom you want to add the time off details.
    b. Select the **Time Off Type** as Date or DateTime.
       If you select Date, you can apply time off in days and if you select DateTime, you can apply time off in hours.
    c. A **Start Date** for the time off
    d. An **End Date** for the time off
       The duration of the time off will be displayed at the bottom of this field.
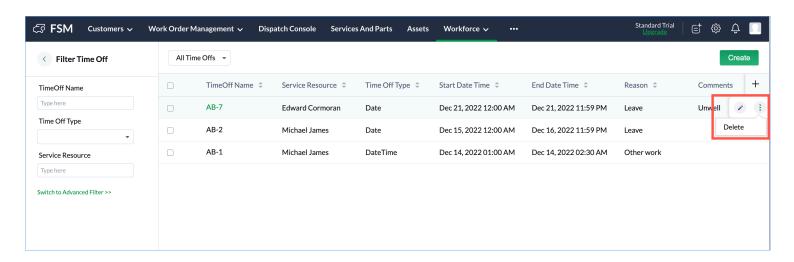   e. A **Reason** for the time off
       You can add custom values to this dropdown from the Module Builder.
    f. Any **Comments** for the time off

Create Time Off

Time Off Information

Service Resource	Edward Cormoran ✕ ⊞
Time Off Type	Date ▾
Start Date	Dec 21, 2022
End Date	Dec 21, 2022
	ⓘ 1 Day(S)
Reason	Leave ▾
Comments	Unwell

Cancel   **Save**

Manage Time Off

You can edit, and delete the time off entries.

	TimeOff Name	Service Resource	Time Off Type	Start Date Time	End Date Time	Reason	Comments
	AB-7	Edward Cormoran	Date	Dec 21, 2022 12:00 AM	Dec 21, 2022 11:59 PM	Leave	Unwell
	AB-2	Michael James	Date	Dec 15, 2022 12:00 AM	Dec 16, 2022 11:59 PM	Leave	
	AB-1	Michael James	DateTime	Dec 14, 2022 01:00 AM	Dec 14, 2022 02:30 AM	Other work	

Delete

While creating, or editing a time off of a service resource, if its hours is in conflict with existing time offs of the same service resource, an error message will be displayed, as shown in the below screenshot. Click on the time off mentioned in the message and resolve the conflicts.