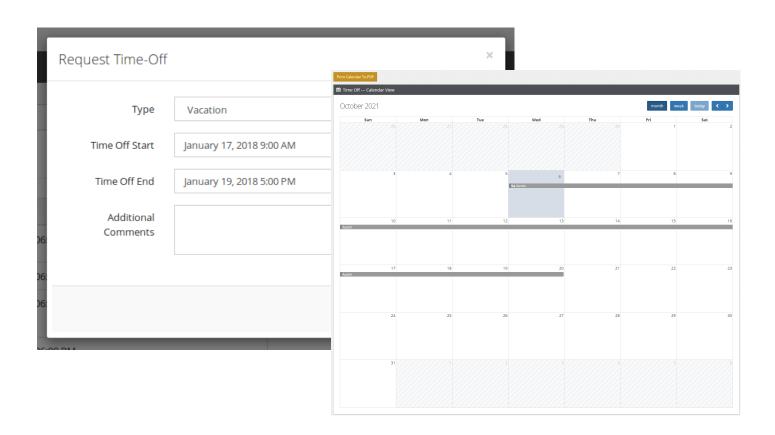# InStaff

Time Off Requests

Easily submit and approve employee time off requests.

- Submit time-off requests easily with a few clicks
- Customizable time off types and approval workflows
- Calendar on portal dashboard allows employees to see their colleagues' upcoming time off
- Administrators can submit time off requests on behalf of employees
- Generate customizable reports of employee time off and export as PDF or CSV

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