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# Genesys Engage cloud Agent's Guide

Time Off

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# Time Off

## Important

This content may not be the latest Genesys Engage cloud content. To find the latest content, go to [Genesys Engage cloud for Agents](#).

Use the Time Off pane to:

- **View** your requested time off in the calendar, with its status.
- **Request** time off.
- **Remove** time-off requests that have not yet been granted or scheduled.
- View your **time-off balance** for any desired date.

To use Time Off:

- Click **Time Off** in the Menu bar.

The Time Off pane includes:

- A drop-down list with all the time-off types available to you.
- The **time-off balance** pane.
- A 12-month **calendar** for the current year.
- A **legend**, explaining the significance of the colors used in the calendar.
- Four command buttons (**New**, **Edit**, **Recall**, and **Delete**) that you can use to make, change, or delete time-off requests. These buttons are displayed in the top-left corner of the Time Off pane.

## Tip

If you do not see **Time Off** in the Menu Bar, then the Time Off Planner is not enabled for your contact center.