



# Your quick start guide

With **LeaveBoard**  
The Leave Management Software

<https://leaveboard.com/>

# Welcome

We look forward working with you!

In this guide we will cover the following elements:

1. Book time off form
2. Check your balances
3. The shared attendance calendar
4. The personal calendar
5. The time-off history

# Book time off form

From the **Book time off** form,

1. select the *type of time off*,
2. select the *duration* and *date/s*,
3. add a *comment*,
4. click **Book time off** and then *Confirm booking*.

Dashboard

Calendar

My leaves

Support

My account

Collapse menu

Logout

### Book time off

Leave type  
PTO

Duration  
One day

Day  
10/12/2022

Comment

**Allowance** 8 days **If approved** 7 days

Book time off

### My next leaves

5 days

PTO 10/04/2022 - 10/06/2022 Pending approval 3 days

PTO 10/27/2022 - 10/28/2022 Pending approval 2 days

### My next public holidays and events

Columbus Day	10/10/2022
Election Day	11/08/2022
Veterans' Day	11/11/2022
Thanksgiving Day	11/24/2022

More

### Who is off today

2

Frank Roosevelt

Hugo Melo

### Balance

	Used	Available	Allowance
PTO	12	8	20
Sick leave	8	20	28
WFH	6	-1	5
Unpaid leave	0	365	365

# Balance of time off

In the **Balance** card, you will find your time off quota:

- **Allowance:** yearly number of days
- **Used:** number of days booked
- **Available:** the number of days available till the end of the year (Allowance - Used).

The screenshot shows a user interface for managing time off. A green box highlights the 'Balance' card, which contains a table with the following data:

Balance	Used	Available	Allowance
● PTO	12	8	20
● Sick leave	8	20	28
● WFH	6	-1	5
● Unpaid leave	0	365	365

Other visible components include:

- Navigation menu:** Dashboard, Calendar, My leaves, Support, My account, Collapse menu, Logout.
- Book time off form:** Leave type (PTO), Duration (One day), Day (10/12/2022), Comment field, Allowance (8 days), If approved (7 days), and a 'Book time off' button.
- My next leaves:** 5 days total, including PTO from 10/04/2022 - 10/06/2022 (3 days pending approval) and PTO from 10/27/2022 - 10/28/2022 (2 days pending approval).
- My next public holidays and events:** Columbus Day (10/10/2022), Election Day (11/08/2022), Veterans' Day (11/11/2022), Thanksgiving Day (11/24/2022), and a 'More' link.
- Who is off today:** 2 people, including Frank Roosevelt and Hugo Melo.



# Personal Calendar

From *My calendar* tab, you have access to the 12 month calendar that helps with planning summer and winter vacations.

Moreover, it's a visual representation of your booked time-off.

Dashboard

Company calendar My calendar

Calendar

My leaves

Support

My account

Collapse menu

2022

January

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

February

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	1	2	3	4	5
6	7	8	9	10	11	12

Sick leave

March

Su	Mo	Tu	We	Th	Fr	Sa
27	28	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

April

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

May

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

June

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

July

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

August

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

September

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Logout

<https://leaveboard.com/nox/calendar.html##>

# Time off history

The *My leaves* tab provides a list with all the requests you have book. **Every time you add a new request:**

1. your manager gets an email,
2. your balance quota gets updated,
3. the entry is added to the attendance calendar and your leaves.

Dashboard

Calendar

**My leaves**

Support

My account

Collapse menu

Logout

### My leaves

Range: 01/01/2022 - 10/04/2023

Date ↑ Filter

**PTO** 10/27/2022 - 10/28/2022 2 days

Testing

Pending approval from Hugo Melo

[Send a reminder](#)

[Cancel request](#)

### Past leaves

**Sick leave** 01/13/2022 a day

head pain

Approved by Bogdan LB

**Sick leave** 02/10/2022 a day

Test for Frank

Approved by Bogdan LB

ok

**Sick leave** 02/14/2022 a day

On behalf of Frank. He is sick

Approved by Bogdan LB

**Vacation** 03/11/2022 - 03/15/2022 3 days

this is a test

Approved by Bogdan LB

ok

**WFH** 04/14/2022 - 04/15/2022 2 days

No comment

Approved by Bogdan LB

**Sick leave** 06/15/2022 - 06/17/2022 3 days

quick test

Approved by Bogdan LB



# Thank you

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If you still have any questions, don't hesitate to reach out the colleague who invited you to LeaveBoard or check our Knowledge base.

<https://leaveboard.com/support/>