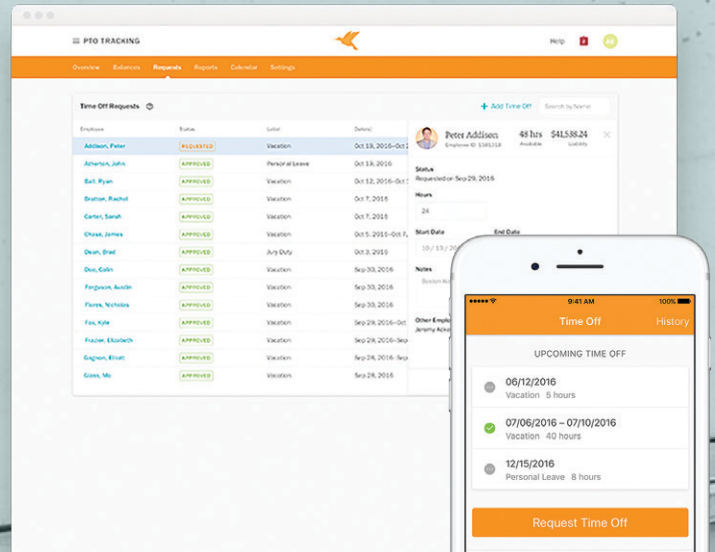


TIME OFF

# Get Time On Your Side

Simplify vacation, sick leave, and more with flexible policies, easy requests and approvals, and mobile access.



## Prepackaged & Custom Policies

Don't have an existing time-off policy? We offer prepackaged options. Want to build your own custom policy from scratch? Our user-friendly setup wizard guides you through the process and provides a range of configurable options such as accrual rates, carryover caps, waiting periods, and more.

For detailed information on pricing, visit [zenefits.com/pricing](http://zenefits.com/pricing).

## Streamlined Requests & Approvals

Handling requests and approvals in a single online workflow minimizes errors and oversights. Employees can request vacation and report sick days directly through the dashboard or the Zenefits mobile app. Admins and managers can review and approve requests from the dashboard or directly from their email with a single click.



## Real-Time Insight & Calendar Sync

Admins and managers can make HR and scheduling decisions informed by real-time insight into employee availability, accrual balances, and pending requests from a single online dashboard—no spreadsheets required. Set up a Time Off calendar through Google, iCal, or Outlook to share with your employees, so everyone knows who's in and out of the office.

## Effortless Integration

Seamless integration within the Zenefits Platform means the Time Off app automatically adds new hires to the right time-off policy, pushes PTO hours to Time & Attendance and Zenefits Payroll, and calculates PTO liability for terminated employees.

Schedule a free Time Off demo today

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