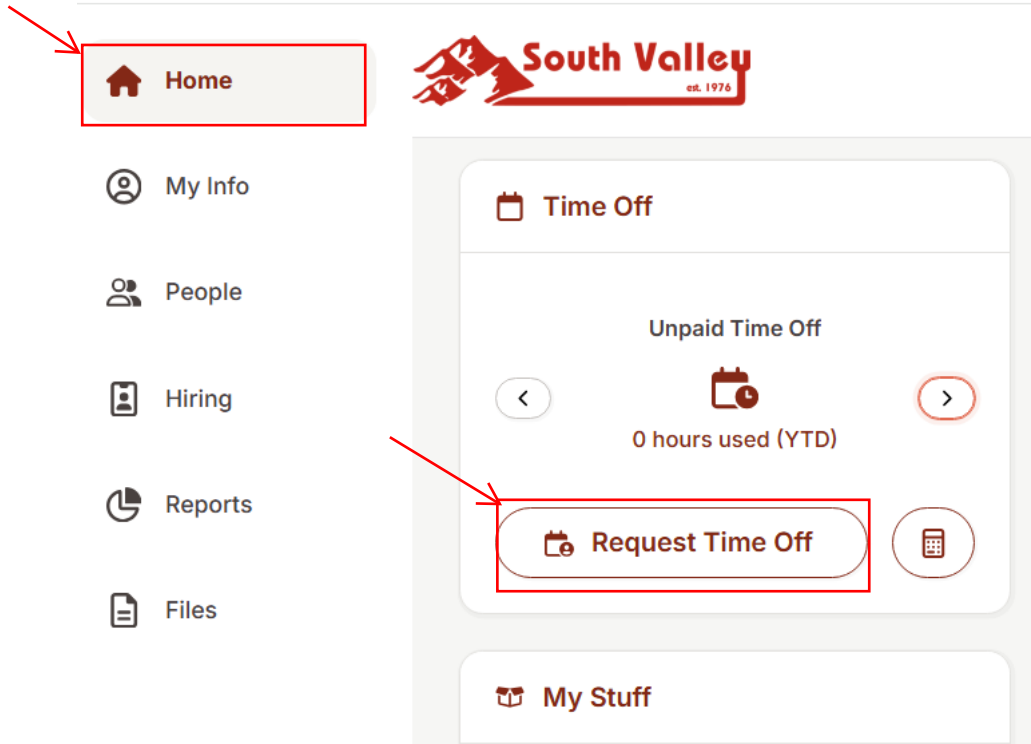


Navigate to <https://svdw.bamboohr.com>, under the Home icon click “Request Time Off”

Navegar a <https://svdw.bamboohr.com>, bajo el ícono de Inicio, haga clic en 'Solicitar Tiempo Libre'



Click the calendar under “From”

Haga clic en el calendario debajo de 'Desde'

The screenshot shows the 'Request Time Off' form. At the top left is a '< Back' link. The title 'Request Time Off' is prominently displayed. Below the title, there are two date input fields: 'From*' and 'To*'. The 'From*' field contains the placeholder 'mm/dd/yyyy' and a calendar icon (highlighted with a red box and an arrow). The 'To*' field also contains the placeholder 'mm/dd/yyyy' and a calendar icon. Below these fields is a 'Time Off Category*' dropdown menu with a '-Select-' option. Below the dropdown is an 'Amount*' input field with a placeholder 'hours'. At the bottom is a 'Note' text area.

Click the first day you are requesting off

Haga clic en el primer día que está solicitando libre

The screenshot shows a time-off request form. The 'From*' field is set to 'mm/dd/yyyy' with a calendar icon. The 'To*' field is also set to 'mm/dd/yyyy' with a calendar icon. The 'Time Off Category*' dropdown is set to '-Select-'. The 'Amount*' field is a text input with 'hours' next to it. The 'Note' field is a text area. A calendar for January 2025 is displayed, showing days from 1 to 31. The date 29 is highlighted with a red box.

Click the calendar under "To", click the last day you are requesting off

Haga clic en el calendario debajo de 'Hasta', Haga clic en el último día que está solicitando libre.

The screenshot shows the same time-off request form. The 'From*' field is now set to '01/29/2025'. The 'To*' field is still set to 'mm/dd/yyyy' with a calendar icon. A red arrow points to the calendar icon next to the 'To*' field. The calendar for January 2025 is displayed, showing days from 1 to 31. The date 29 is highlighted with a red box.

Click "Select" under Time Off Category, click the time off category you are requesting

Haga clic en 'Seleccionar' debajo de 'Categoría de Tiempo Libre', haga clic en la categoría de tiempo libre que está solicitando

[< Back](#)

Request Time Off

From* 01/29/2025 To* 01/29/2025

Time Off Category*

-Select-

- Vacation
- PSL - Colorado
- FAMLI/FMLA
- Business
- Unpaid Time Off

[Send Request](#) [Cancel](#)

Add a note if applicable

Añada una nota si es aplicable

8 hours

Note

Click "Send Request"

Haga clic en 'Enviar Solicitud'

Request Time Off

From*

01/29/2025



-

To*

01/29/2025



Time Off Category*

Unpaid Time Off



Amount*

8

hours

Note





Send Request

Cancel