



You can add, edit, or remove a time-off limit for one or more dates on the time-off limits page. A management unit can only have one time-off limit per day.

1. Click **Admin**.
2. Under **Workforce Management**, click **Time-Off Plans**.
3. In the upper right corner, click the **Management Unit** list and then click the management unit where the time-off limit exists.
4. Use the filter and sort options to locate the dates to edit.
5. Do one of the following:
 - To set the limit for individual dates, select the check box next to each date to set.
 - To set the limit for all dates in the grid, select the check box next to the date column. The system selects all check boxes in the view.
6. Next to **Set selected limits to**, use the arrows to increase or decrease the limit for the selected dates and then click **Apply**.