

Leave Management

Feature

Smart, centralised, and mobile-ready leave tracking for every team

Epic's **Leave Management** feature gives organisations a streamlined way to manage staff leave—replacing spreadsheets and email chains with a structured, policy-driven system that keeps everyone informed and aligned. From applying for time off to tracking balances and approvals, this feature ensures that leave is handled with transparency, efficiency, and ease.

It's your all-in-one leave hub—built for clarity, compliance, and convenience.



Key Functions

- **Policy-Based Configuration:** Set leave rules based on your company's policies—including working days, leave types, annual allowances, carryover limits, and override options for exceptions.
- **Take-On Balances:** Capture starting leave balances for each staff member, ensuring accurate tracking from day one.
- **Online Leave Applications:** Staff apply for leave using a simple online form that includes type of leave, dates, total days, reliever (if needed), reason, and supporting documents.
- **Automated Approval Workflow:** Line managers receive email notifications to approve or decline requests. Once approved, relievers and HR can be notified automatically.
- **Team Calendar View:** Managers can compare leave requests across the team before approving—helping avoid scheduling conflicts and ensuring coverage.
- **Personal Leave History:** Staff can view a calendar and record of their leave over the past three years—supporting transparency and planning.
- **Administrator Oversight:** Admins have a full view of who's on leave across the organisation, with live reporting and calendar integration.
- **'Where Am I' Integration:** Approved leave reflects in the Epic Home Page's "Where Am I" feature—keeping everyone informed of team availability.
- **Mobile App Enabled:** Apply for leave, approve requests, and view calendars on the go—perfect for managers and staff working across multiple sites.

