

Leave Management

Scenario

ABC Suites (Pty) Ltd

A good leave management system increases employee satisfaction, supports your employee's need for time off, and helps with scheduling and notifications to others on the team. It also helps ensure that your company policies are implemented in line with legal requirements.

The Challenge:

At ABC Suites, staff leave was managed manually through HR reports and email chains. Operations Manager Gary Okey often found himself waiting for updates on leave balances, unsure who was off when, and unable to plan team coverage with confidence. While HR was responsive, the process was centralised and slow—leaving managers feeling out of the loop and staff unsure of their remaining days.

Gary didn't want to chase spreadsheets or rely on memory. He wanted a system that gave him instant visibility, empowered staff to manage their own requests, and made leave planning part of the operational rhythm—not a last-minute scramble.

How ABC Suites uses epic:

Epic's **Leave Management** feature gave ABC Suites the clarity, control, and convenience they needed to streamline time-off processes across the business.

Gary now receives leave requests via email and can approve them instantly from the Epic mobile app. He sees each staff member's leave balance at a glance and can view his team's leave calendar to avoid scheduling conflicts. No more guesswork, no more delays.

HR Director Molly Coddle can download a consolidated leave report showing the full calendar and individual balances—perfect for audits, planning, and policy alignment. Staff feel empowered to manage their own leave, and managers have the tools to plan proactively.

The result? A smoother, smarter leave experience that supports wellbeing, improves scheduling, and keeps everyone



informed.

“From bottlenecks to balance—Epic’s Leave Management feature helped ABC Suites make time-off simple, visible, and stress-free.”