Leave Management

Feature

Leave without the paperwork.

Requests, approvals and balances online for staff and managers.

The Problem

Leave is managed through email chains, paper forms and spreadsheets. managers wait for balance updates ad can't see who's off when, staff aren't sure how may days they have left, and HR spends hours keeping it all in line with policy.







What Changes

Staff see their balances and apply in minutes	Managers approve quickly, knowing who’s already off	Policy applied consistently, with records for audit

How it works

What you get	How Epic does it
Your policy, built in	Working days, leave types, allowances, carryover limits and override options
Accurate from day one	Take-on balances captured for every staff member
Apply in minutes	Online form with leave type, dates, total days, reliever, reason and supporting documents
Quick approvals	Managers notified by email to approve or decline; relievers and HR notified automatically
No clashes	Team calendar to compare leave before approving
Full transparency	Staff see their balances and three years of leave history
Organisation-wide view	Live admin reporting; approved leave shows in 'Where Am I' on the Home page
On the go	Apply, approve and view calendars on mobile

"From bottlenecks to balance."