Automate holiday allowance calculation

Remove the admin burden

The biggest admin burden of HR management so often comes from managing everyone's holidays. There are constant questions about how many days' holiday your staff have available and when they have to take them by. Then there is the need to establish whether they have their line manager's approval to take time off. And when everything is booked up there are people who need to cancel for whatever reason and you have to keep all the numbers up to date. Holidays are an emotive issue and getting calculations wrong can cause major upset and even tears.

Book holidays from anywhere, anytime

So, it can be a huge time saver and help everyone to know where they stand if you have a software system to do the job for you. Then you put in all the rules and your staff can request their holidays in the evening or weekends when they are sitting at home browsing their favourite holiday deals. Sitting there, they can check how many days they have available and find out when their colleagues have booked to be away through the integrated Outlook or Google calendar. So even before they have put in the request they have checked that it is likely to be an acceptable time.

The approval process

The holiday request goes straight to their line manager by email who can again check it against a calendar and, with full information to hand, she can choose either to approve or reject the request.

The holiday allowance rules enable you to put in holidays in days or hours, to enable an increase of holiday over the first few years of employment, and to add in days in lieu or carry over between years.
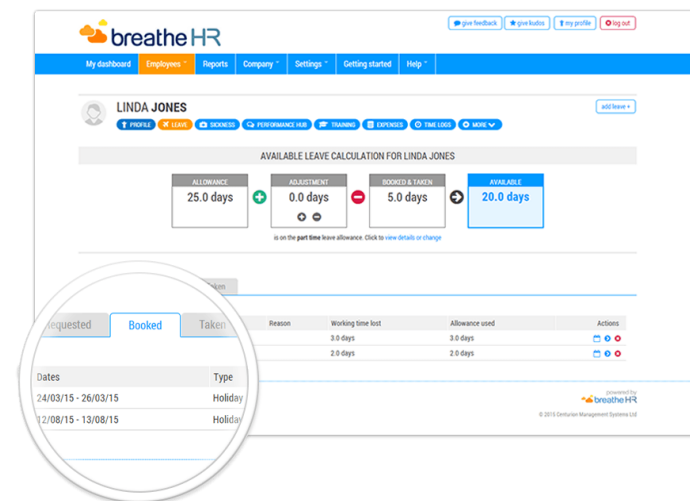

Holiday Allowance

Simple calculations. Book from anywhere

Being able to instantly view an employee holiday allowance makes managing requests easy and efficient. Employees can have a clear overview of how their holiday is calculated and will always know how many days they have left for the year. With a fast online holiday approval process, employees and managers alike will notice a huge difference in making requests.
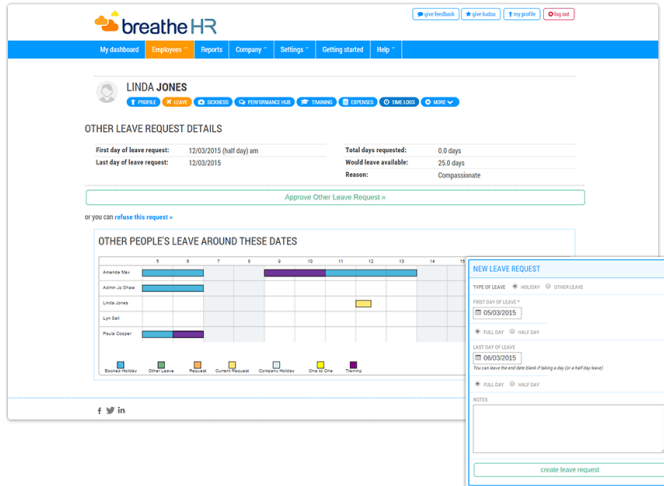
Making Holiday Requests
Simple & Quick. Employee self-service

Using self-service, employees can request holiday, managers can quickly approve it and a central record is kept so you know exactly when your team members are on leave.
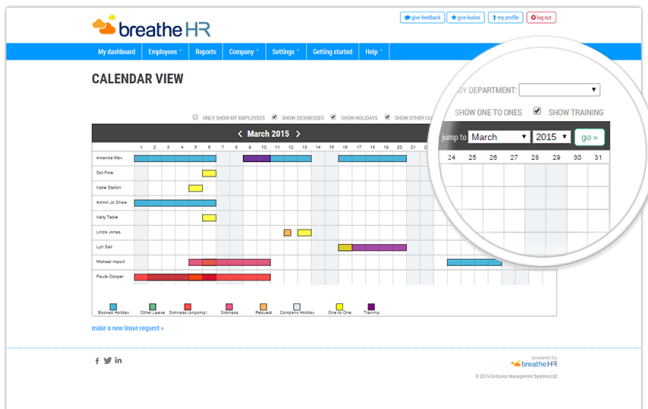
Central Calendar
Save time. Improve efficiency.

You'll always know where your team is with breatheHR's central annual leave calendar. From booking a meeting to approving staff holidays, the calendar