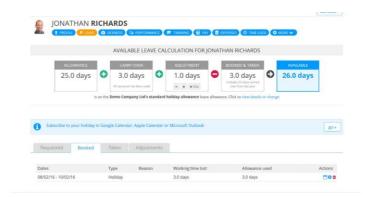# Manage holiday – from anywhere!
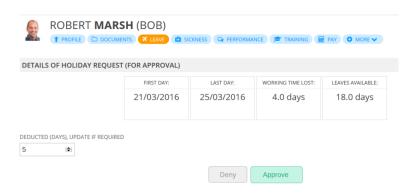
Employee holiday management wherever you are

Your staff don't need to come to HR asking about the number of days holiday they have left. Nor do you have to be in the office to check their records or add days in lieu. And any manager can approve holidays from wherever they are. Managing holidays is every HR department's most time consuming task and this automates the whole process. Because breatheHR works on any device and is a secure web-based system, breatheHR is always just a fingertips reach away.

Employee leave calculator

Easily accessible.

A summary of the holiday record can be seen by the employee, the manager and the HR user. Save hours of admin time by letting the employee find out their holiday allowance for themselves.

Approving absence

Holiday requests arrive by email

Email requests for holidays go to a named line manager or HR user. See the email requesting an absence, check it out and approve or decline the absence.

View the calendar

See everyone's holiday calendar

View the holiday calendar to see who's away before you approve or decline a holiday request. Synchronise the breatheHR calendar with Google or Outlook calendars.