

# The fast, fuss-free way to manage employee leave



Ask for and  
approve  
time off at the  
click of  
a button

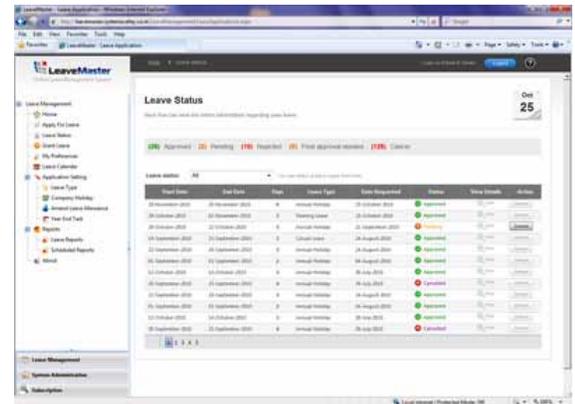
Find out how much time and money you can save

# Taking time off takes no time, with LeaveMaster

Booking and approving time off couldn't be easier using LeaveMaster, Systems Valley's powerful time and cost-saving leave management application.

Ideal for organisations of all sizes, it enables employees to quickly and easily book holidays and request days off in lieu using a fast, automated online system.

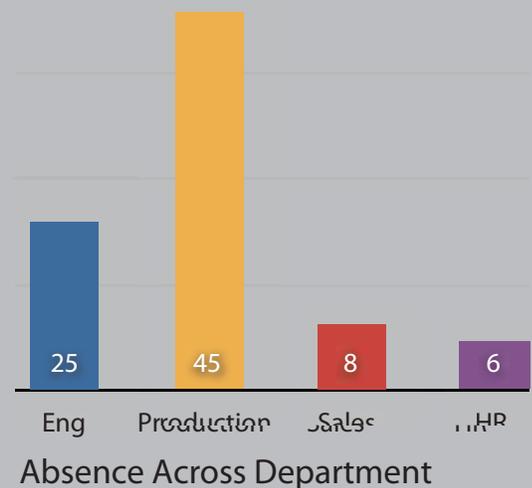
And it enables managers to keep accurate, up-to-date records of all types of employee absence, including sick leave and training days, so they can make informed decisions before granting leave, avoid leaving their teams short-staffed and tackle the costly problem of absenteeism.



## How much is absenteeism costing you?

Absenteeism costs UK employers at least £662 per employee every year, rising to over £1000 a year once indirect factors such as reduced staff morale and lower customer satisfaction have been included\*. Yet many companies still use a traditional, paper-based system for recording and monitoring employee leave, even though that makes it difficult to keep track of how many days' holiday employees have taken, or to see if employees are taking unwarranted time off.

\* Hewitt 2008 Healthcare Fundamentals Survey

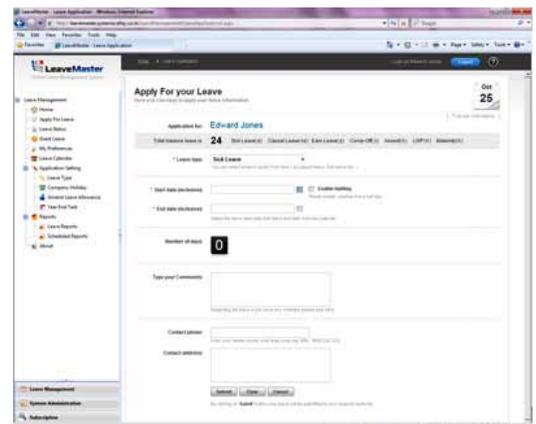


## Why use LeaveMaster?

Using LeaveMaster, you can accurately collect and analyse data on all forms of workplace leave and absence and view at-a-glance summaries of employees' absence records, making it easy to spot employees who have been taking unwarranted sick days.

And thanks to LeaveMaster's exporting and reporting functions, you can also use the data stored in the application to identify absenteeism patterns and trends that would otherwise have been overlooked,

such as days of the week or times of the year when absence levels are particularly high. You can then take action to improve attendance on problematic days.

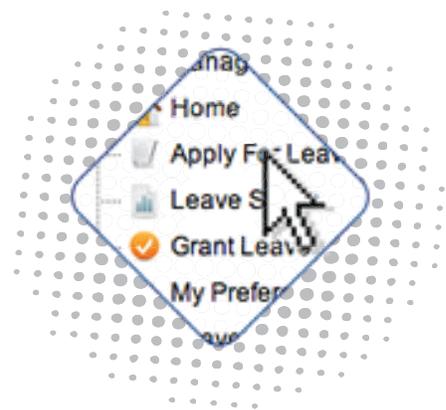


# How does it work?

To book a holiday or request a day off in lieu using LeaveMaster, rather than filling out a form, employees simply log into a web-based application, which they can access no matter where they are. They

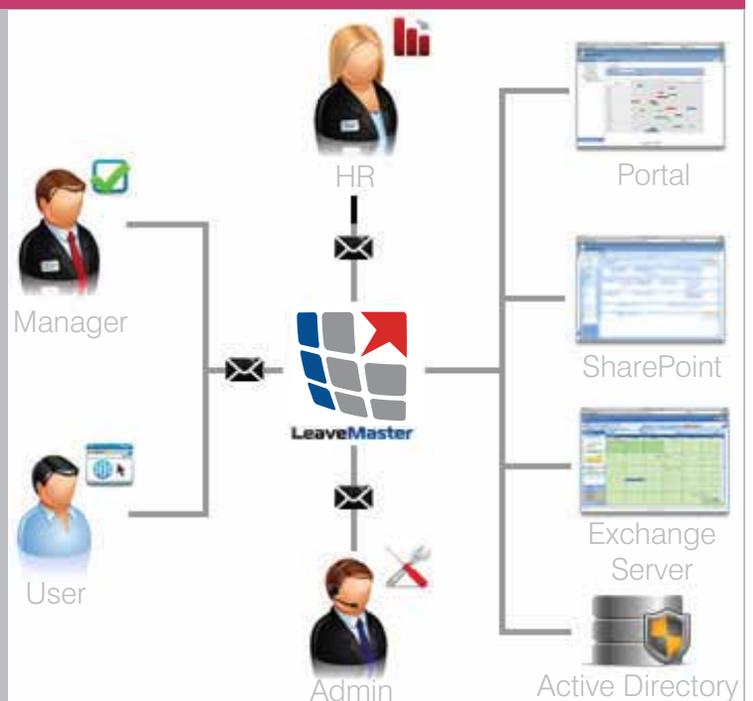
can see how many days holiday they've already taken, how many days they have left and who is already away on the days they want to take off, before requesting their leave online.

This triggers an email to their line manager, who can see who else is away on the days requested, before authorising or denying the request at the click of a button. Details of all upcoming employee leave is then stored in a leave calendar, which can be accessed via the application, or integrated into an outlook calendar, allowing employees, managers and receptionists to see at a glance who's out of the office on any given day.



## LeaveMaster streamlines the way you manage leave

- ◆ Establishes a single system for applying for leave across your organisation
- ◆ Can be accessed by employees wherever they are, any time or day of the week
- ◆ Integrates with Microsoft Exchange Server, Microsoft SharePoint and Windows Active Directory
- ◆ Integrates easily with your Outlook calendar
- ◆ Requires minimal user training
- ◆ Easy to set up and fully IT supported



## Discover the time and cost-saving benefits



- ◆ Make substantial savings by reducing employee absenteeism
- ◆ Cut time spent on holiday administration and paperwork
- ◆ Free up managers to focus on improving your bottom line
- ◆ Eliminate the errors and abuse typically associated with paper-based systems
- ◆ Enhance employee morale by allowing them to book their holidays online

Call us on 0800 33 456 30 for a comprehensive demonstration.

## Empowers employees

- ◆ Book time off quickly and effortlessly online
- ◆ Plan holidays and training around colleagues' absences
- ◆ Easily keep track of how many days you've taken and how many days you have left
- ◆ Obtain confirmation of approved leave via email
- ◆ View the current status of your request and easily update or cancel leave
- ◆ Carry untaken days over to the following year (if part of your company policy)

## A powerful tool for managers

- ◆ View summaries of employees' holiday entitlement, days taken, days remaining and number of sick days
- ◆ See at a glance who's in and who's out of the office on any working day
- ◆ Make informed decisions before granting leave and arrange cover for absences
- ◆ Cut down on time-consuming paperwork by approving or rejecting holiday requests online
- ◆ Prepare reports on absenteeism in your team or department

## Invaluable for HR Departments

- ◆ Keep accurate, up-to-date leave and absence records for all employees
- ◆ Collect and analyse critical information about absenteeism levels and patterns
- ◆ Produce reports highlighting absence trends and issues
- ◆ Identify employees who habitually take unwarranted sick days
- ◆ Access accurate absence data for disciplinary hearings

## Effortless for Systems Administrators

- ◆ Create and manage any type of leave
- ◆ Easily manage and monitor:
  - Holiday lists
  - User groups
  - User leave accounts
- ◆ Active Directory Integration
- ◆ Exchange Server Integration
- ◆ Microsoft SharePoint Integration

## See for yourself

Why not experience LeaveMaster for yourself and see how effortless it makes the process of booking, managing and monitoring leave?

Call us on 0800 33 456 30 and we'll give you a comprehensive demonstration. Or find out more about LeaveMaster at:



Systems Valley Ltd

The Innovation Centre, College Lane, Hatfield, Herts. AL10 9AB, United Kingdom

Tel: 0800 33 456 30, Fax: 0845 25 795 38, Email: [sales@systemsvalley.com](mailto:sales@systemsvalley.com)  
[www.leavemaster.com](http://www.leavemaster.com)