

breathe HR

Manage holiday – from anywhere!

Employee holiday management wherever you are



breatheHR contact details: Telephone: 01403 288700, Web: www.breathehr.com

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.

JONATHAN RICHARDS

AVAILABLE LEAVE CALCULATION FOR JONATHAN RICHARDS

ALLOWANCE 25.0 days	CARRY OVER 3.0 days	ADJUSTMENT 1.0 days	BOOKED & TAKEN 3.0 days	AVAILABLE 26.0 days
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is on the Demo Company Ltd's standard holiday allowance leave allowance. Click to view details or change.

Subscribe to your holiday in Google Calendar, Apple Calendar or Microsoft Outlook

Requested | **Booked** | Taken | Adjustments

Dates	Type	Reason	Working time lost	Allowance used	Actions
08/02/16 - 10/02/16	Holiday		3.0 days	3.0 days	

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.

ROBERT MARSH (BOB)

DETAILS OF HOLIDAY REQUEST (FOR APPROVAL)

FIRST DAY: 21/03/2016	LAST DAY: 25/03/2016	WORKING TIME LOST: 4.0 days	LEAVES AVAILABLE: 18.0 days
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DEDUCTED (DAYS), UPDATE IF REQUIRED
5

Deny Approve

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.

LEAVE AROUND THESE DATES

DEPARTMENTS: All departments | DIVISION: All divisions | ONLY MY HOLIDAY APPROVEES | ONLY MY EMPLOYEES

	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Adam Smith																		
Anne James																		
Bob Marsh																		
Elizabeth Perry																		

Company Blackout | Dept. Blackout | Statutory Holiday | Company Holiday | Booked Holiday | Holiday Request | Current Request | Other Leave | One to One | Training