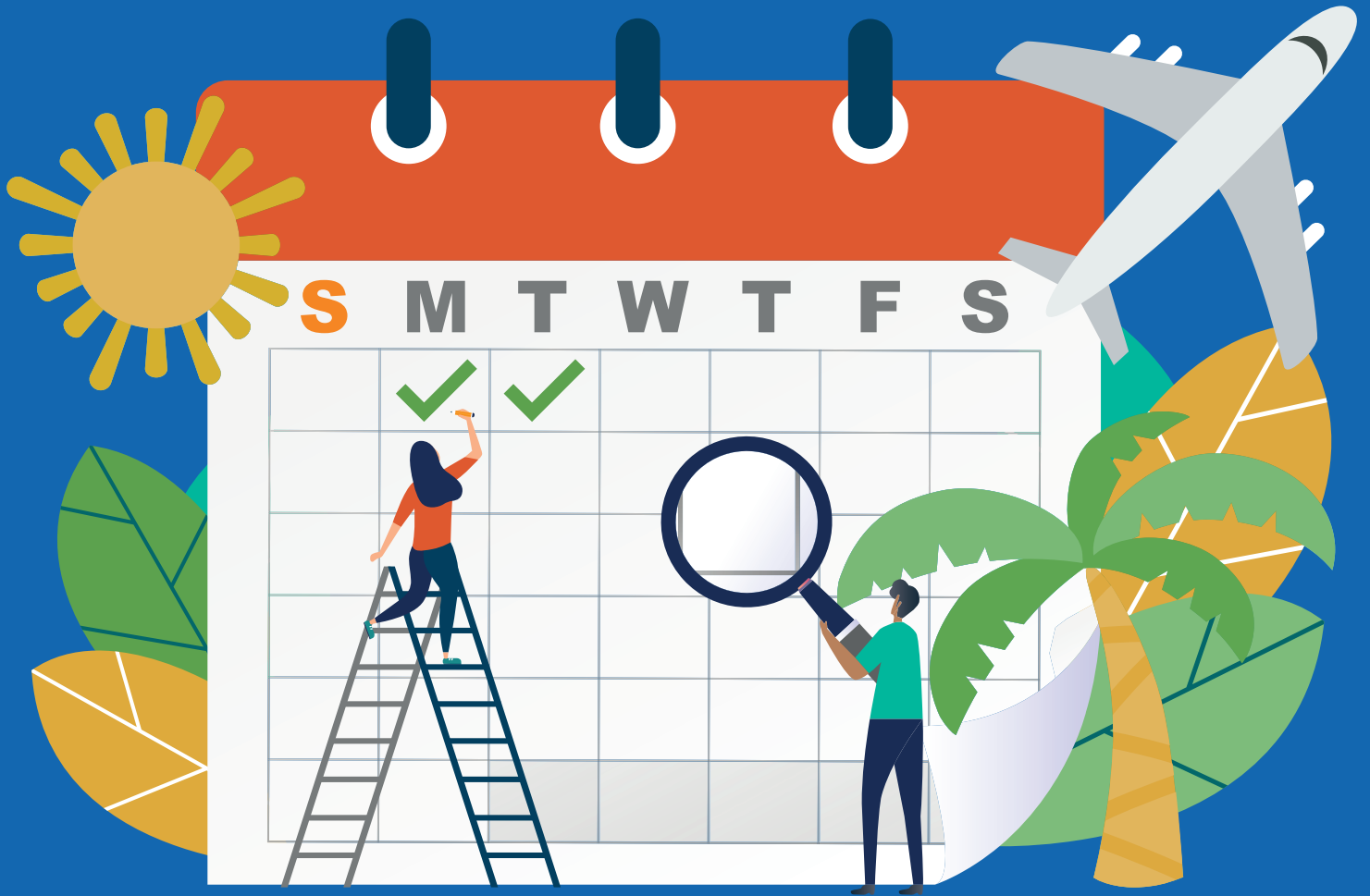




# Holiday Manager



PRACTICE INDEX



# Holiday Manager

Developed with busy PMs in mind, Holiday Manager is a simple and easy-to-use platform which will help you to organise, book and approve leave for your teams.

## Features include:



Staff can request leave online



Allows you to opt into, or out of additional public holidays



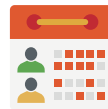
Managers can check and approve leave with one simple click



Reminds staff that they need to take annual leave



Automated new starter and leaver calculations



Provides you with a list of staff who have high levels of unbooked leave



Instant automatic calculations for part-time workers



Gives you an overview of who is off in the next 30 days



Enables holiday to be calculated in either hours or sessions



Allows you to carry over any unused annual leave with one click



Calculates and automatically deducts allowance and leave for bank holidays



Provides complete absence management, including Bradford Factor calculations

**Holiday management processes are automated so organising annual leave for your team has never been easier!**



Holiday Manager is **FREE** and is available in the Practice Index HUB

**FREE**