

Enjoy hassle-free time off management with **Leave**



"EXP was born out of our first-hand experiences as business owners seeking HR technology that simply isn't accessible to small businesses. We are building apps in a single ecosystem that allow our employees to thrive."

- Eric Overfield, Chief Product Officer

What is Leave?

- Leave is an app within EXP that helps employees book time off
- It is used by employees to request time off and by administrators to approve requests
- Employees can view their available PTO hours and file a request by selecting the leave type (vacation, sick leave), duration of leave in days, and the hours required
- Administrators approve requests right within the app
- Administrators can create leave policies and assign them to any employee entitled to this policy

My Balances Section

- Vacation policies, sick time policy
- Shows unpaid/paid time off each user has left

Time Off Requests

- Leave requests and their statuses
- Create a draft or make that request for approval for the manager

In Lieu Requests

- Requesting any leave from work (dependent on company policies)
- Managers can approve or reject requests

Why do you need Leave?

- Leave supports your workplace and keep employees and administrators in touch.
- Leave brings transparency to time-off requests, and approvals are easier than ever.
- You can track employee time off and create special conditions that can be applied company-wide.

Admin Controls

- Configurations
- Policy types are created specifically for each company and can be applied to the whole organization or to a specific employee

Calendar

- Anytime time off is booked it will be displayed there
- If other users have time off booked, the admin can see it

Request your demo today

www.employeeexp.com

