

BUYERS GUIDE

How to Choose the Right Leave Management Company

The background of the page features several thin, white, wavy lines that flow from the bottom left towards the top right, creating a sense of movement and modern design.

What is a Leave Management System?

A leave management system is software that tracks employee time off, like vacation days, sick leave, parental leave, and other absences, without relying on manual spreadsheets or disconnected tools. It helps HR teams stay organized, compliant, and transparent

Common types of leave tracked:

- Paid Time Off (PTO)
- Sick leave
- Parental leave
- Bereavement leave
- Unpaid leave

Manual methods work for small teams but quickly become unreliable as your company grows. An online system automates the process, reduces errors, and improves transparency.

Why Leave Management Matters More Than You Think

Incorrect leave tracking can lead to payroll mistakes, frustrated employees, and even legal risks. According to industry research, companies with around 1,000 employees can experience up to 721 PTO tracking errors per year, costing them over \$200,000 annually.

Even for smaller teams, the consequences of poor tracking add up:



Burnout due to unclear policies or unused PTO



Loss of productivity from overlapping absences



Disputes over leave balances

Beyond compliance and accuracy, a good leave system helps build a culture of trust, transparency, and accountability.

5 Signs You've Outgrown Your Current Setup

Still relying on spreadsheets or email to manage leave? You're not alone, but it might be time to level up.

Here are five signs you've outgrown your current process:

- 1** You're manually entering data and constantly double-checking leave balances.
- 2** Leave requests get lost in inboxes, or approvals are delayed.
- 3** Team members frequently ask you how much time off they have.
- 4** Managers don't have visibility into upcoming absences.
- 5** Payroll processing requires extra time to reconcile time-off data.

If any of these sound familiar, it's time to explore a better solution.

Ease of Use

The system should be intuitive for both employees and administrators.

Custom Leave Types and Policies

You should be able to define your own leave types, accruals, and rules.

Multi-location and Department Support

Especially important for distributed or growing teams.

What to Look for in an Online Leave Management System

Approvals and Notifications

Set up automatic workflows for request/approval cycles.

Integrations

Look for compatibility with Slack, Microsoft Teams, Google Workspace, and calendars.

Reporting and Audit Trails

Make it easy to access leave summaries, usage history, and download reports.

Why Spreadsheets (Eventually) Fail

Spreadsheets can work for a five-person team, but not for a fast-growing company. Here's where they break down:

- No real-time updates
- No built-in permissions or approval flows
- Easy to break with a wrong formula or accidental deletion
- Zero visibility for team leads or employees
- No automatic accruals or quota resets

As your team expands, the risks and manual workload increase. A dedicated tool solves these problems instantly.

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Vacation Tracker is very easy to use and integrates well with tools like Slack and Microsoft Teams. I like how straightforward it is to request time off, view balances, and keep track of everyone's availability without needing spreadsheets or manual tracking.

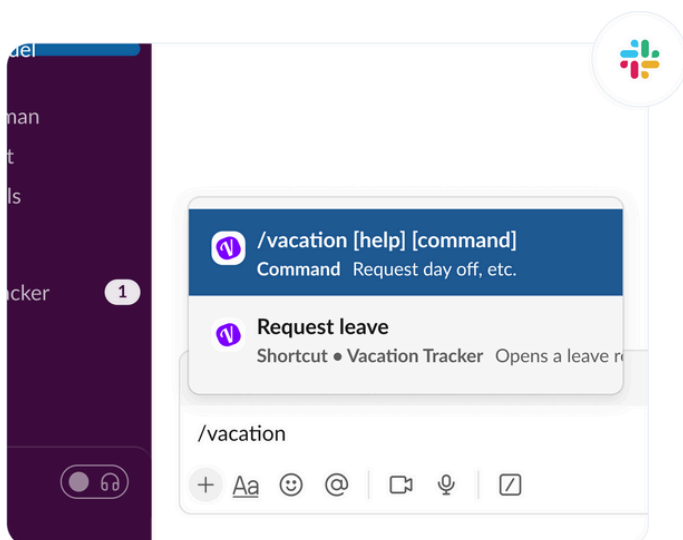
Rj A., IT Support, G2 review

A Closer Look at Vacation Tracker

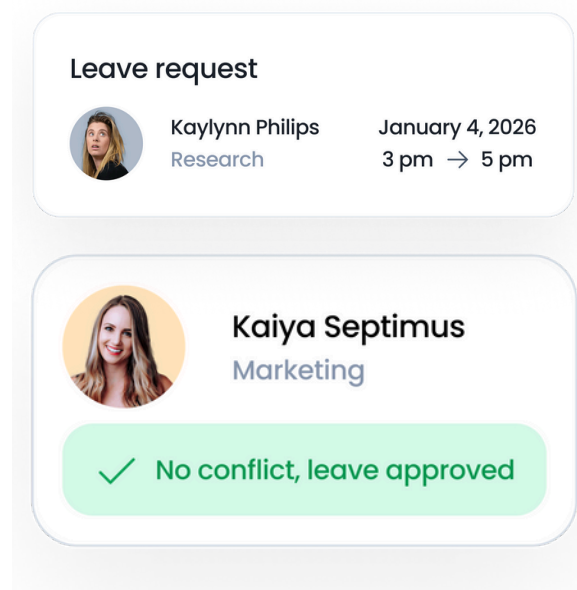
Vacation Tracker is a leave management system designed for growing teams. It integrates directly with Slack, Microsoft Teams, and Google Workspace, making it easy for your team to request time off from the tools they already use.

Here are some essential leave management features you team will love:

Leave requests via Slack or Teams



Quick manager approvals



Automated accruals

Accruals

Pause if user is deactivated


Enable Accrual Cap

Cap

2 × Annual accrual rate

Custom leave policies

San Francisco



Policies

Vacation

20 Days

Yes

Work from home

Unlimited

Yes

Sick Day

5 Days

Yes


Shared team calendars and dashboards



Employee Self-Service

Request Leave

Personal Time Off

 Arwen Evenstar

HR • UK

Dates

January 4, 2026

From

3 pm

→

To

5 pm

Reason

Going to the dentist 🦷

Request Leave

Vacation Tracker brings clarity and consistency to your time-off processes, without adding complexity.

Real Results From Teams Like Yours



Layla.ai, an innovative AI-powered travel agent based in Berlin, operates with a **small core team and collaborates with freelancers and project-based employees** globally. Managing leave across more than **ten different locations**, each with its own set of holiday rules and regulations, became a complex task.

The Challenge

Before adopting Vacation Tracker, Layla.ai relied on Google Sheets to track leave, a basic solution that lacked the comprehensive overview needed to effectively manage leave requests. Colleagues had to **rely on informal communication methods, such as messages and emails**, which were sometimes unintentionally delayed.

The Solution:

By switching to Vacation Tracker, Layla.ai gained the structure, clarity, and control they had been missing. The system now allows colleagues to **easily view their leave balances and submit requests** directly through the platform, without needing to go through HR or wait for approval via email. This self-service capability empowers colleagues to manage their own leave, while giving managers and HR teams **a centralized place to monitor all requests and balances**.

Implementation Considerations (And How to Make It Painless)

The best systems don't require a long training manual. Here's what to look for during setup:



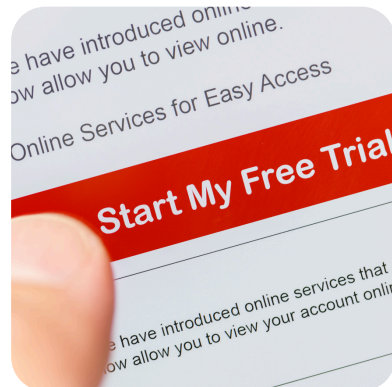
**Quick employee import
(CSV upload or directory sync)**



**Customizable leave
policies from day one**



**Friendly onboarding
support**



**Ability to test it out
without risk**

Vacation Tracker offers a 7-day free trial with no credit card required, plus a guided setup call to help you configure everything.

Questions to Ask Before You Buy

Before you commit to a leave management system, ask the questions that actually impact your day-to-day. The right tool should save time, support your policies, and grow with your team.

Here are a few smart questions to bring to your next demo or trial:

How easy is onboarding?

Can you import your team quickly, customize policies right away, and go live without external help?

Can it support our unique leave policy structure?

Look for support across departments, locations, and accrual rules.

Does it integrate with our current tools?

It should work with Slack, Microsoft Teams, Google Workspace, and your calendars, so your team actually uses it.

How do managers and employees interact with it?

Can they view balances, request leave, and approve time off without back-and-forth emails?

What kind of reporting and audit features are available?

You'll need access to usage logs, leave summaries, and payroll-ready exports.

Will it scale as we grow?

Ask if you'll need to upgrade, switch plans, or reconfigure everything when your team expands.

Ready to Manage Leave with Confidence?

Try a 7-day free trial of Vacation Tracker.
No credit card needed.

Sign Up Now



Maren Schleifer

Has submitted a leave request
that requires your attention.

Madelyn Dorwart will be on leave during
the same period

See in Calendar

Available in
over 7 languages!

San Francisco



Policies

Vacation

20 Days

Work from home

Unlimited

Sick Day

5 Days

Wallchart

Jan 1 2025 →

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HR • UK

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Tatiana Carder
Marketing • UK

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James Vaccaro
HR • Canada

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