

BUYER'S GUIDE

Make the case for better time off management.

Everything you need to feel sure about making the switch, whether you're weighing it up yourself or winning over the room.

★★★★★ 4.7 Capterra

★★★★★ 4.4 G2

3,500+ companies

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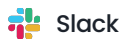
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WHY VACATION TRACKER

Make time off the easy part.

Vacation Tracker plugs into Slack, Microsoft Teams, Google Workspace (or even regular old email), so requesting and approving time off is a message, not another portal to log into. Balances, accruals, and the team calendar keep themselves up to date, which is exactly why teams retire their shared spreadsheets and ditch expensive, clunky HRIS leave modules.

1 Connect your tools



Slack



Microsoft Teams



Google Workspace

OR



Email

No new logins to manage, and secure SSO sign-in.

2 Set your policies

Paid Time Off

Spain

Days per year 25

Carryover 5 days

Accrues Monthly

Approval required ☒

Customize every rule to fit how your company actually works.

3 Let it run



Jack · Paid Time Off

Jun 25 → Jun 26

BALANCE

8 left

12 accrued · 2 used · updates live

No one else is away those days.

Requests go straight from employees to managers, not you.

Straight answers to the hard questions.

Whether you're weighing Vacation Tracker or bringing your team along, the same questions surface. Here are the ones that come up most, each with a straight answer to use or pass along.

THE CONCERN

"We already track it in a spreadsheet."

THE ANSWER

Spreadsheets break the moment two people edit at once, and they never remind anyone of anything. Vacation Tracker keeps track of current balances, requests, and reminders on its own.

THE CONCERN

"Our HRIS already has a leave module."

THE ANSWER

Most are an afterthought, clunky forms buried in a portal no one opens. Vacation Tracker handles whatever complex policies you run and meets your team where they already are, in Teams, Slack, Google, email, or even on mobile.

THE CONCERN

"We don't have budget for another tool."

THE ANSWER

Between the admin hours saved and the mis-tracked leave avoided, most teams come out ahead in the first month. Plus there's a 14-day free trial, extendable to 28 days, to get you started.

THE CONCERN

"Setup sounds like a project."

THE ANSWER

Import your users, set your policies once, and go live, often the same day. And if your needs are more complex, we offer a free setup call.

THE CONCERN

"Who's going to manage this internally?"

THE ANSWER

It runs as autonomously as you want. Set up automations so requests, approvals, accruals, and reminders handle themselves, with you stepping in only where you choose.

THE CONCERN

“What about our payroll?”

THE ANSWER

You’ve got options. Sync time-off data directly, connect through Zapier or our MCP integration, or schedule and export clean reports whenever you run payroll, whatever fits your process.

THE CONCERN

“How do we stay compliant across countries?”

THE ANSWER

As you set up each location, we suggest policies based on its local leave laws for you to fine-tune. Holidays import automatically from your locations, so every region stays compliant without the manual work.

THE CONCERN

“If we switch, do we lose our balances?”

THE ANSWER

Switching doesn’t mean starting over. Bulk upload your employee and leave data up front, so everything’s there from day one.

THE CONCERN

“How is this different from what we’re looking at?”

THE ANSWER

Leave management is all we do, so we cover the edge cases other tools miss. You get every feature you could need, with new ones rolling out all the time, shaped by you and other companies’ pain points.

COMPARISON

Built for time off, not just an afterthought.

A spreadsheet and the leave feature in your HRIS can both handle time off, but the limits show up fast: manual updates, clunky approvals, and no clear view of who's away. Here's how all three compare.

Functionality	Spreadsheet	HRIS module	 Vacation Tracker
Team energy	× None	× None	✓ Yes
Request from Slack / Teams / Google	× None	— Limited	✓ Yes
Balances & accruals on autopilot	× None	— Limited	✓ Yes
One-tap approvals	× None	— Clunky	✓ Yes
Multiple policies & local holidays	× None	— Limited	✓ Yes
Shared calendar + two-way sync	— Manual	— Limited	✓ Yes
Reports & exports in a click	— Manual	— Limited	✓ Yes
Time to get going	— Ongoing	— Weeks	✓ Same day

Sizing up a specific tool? [See the full breakdown on our compare page →](#)

SECURITY

Audited, encrypted, and accounted for.

Time-off data is personal, and it should be treated that way. Vacation Tracker is checked by independent auditors, keeps your data encrypted, and is monitored around the clock. However your team vets new tools, the review should be a formality, not a roadblock.



SOC 2 Type II

An independent auditor verifies our controls on an ongoing basis, certifying that your data stays secure, available, and confidential.



GDPR compliant

Built around data minimization, consent, and privacy by design, with regular audits that keep personal data protected.

- ✓ **Encryption** in transit & at rest
- ✓ **Role-based** access control
- ✓ **AWS hosting** in NA & EU
- ✓ **Annual** penetration tests
- ✓ **Secure** development lifecycle
- ✓ **Continuous** monitoring with Drata

Need the full breakdown for your security team? [Read the security overview →](#)

ROLES

Clear roles for each employee.

Vacation Tracker gives each employee exactly the access they need, and nothing more. Admins set the rules, Approvers handle requests, and everyone else just books their time off, so there's nothing to train and no one gets lost in settings that don't apply to them.

ADMIN	LOCATION ADMIN	APPROVER	USER
Complete customization over your team's time off	Manage your office, not the whole company	Ready to approve from day one, wherever you work	Take time off, no extra steps required
> Add, import and sync users > Edit profiles and adjust leave quotas > Create leave types and assign policies > Set holidays and export reports	> See and manage users in their locations > Approve and edit leave for their team > Edit policies, departments and holidays > Set notifications for their locations	> Respond to leave requests > Add or edit leave for their team > Set notifications for their users > Review scheduled leave on the wallchart	> Request, edit and delete their leave > View their balance and leave history > See who's away and local holidays > Set an OOO message and sync calendars

TIMELINE

As fast or as hands-on as you want.

There's no single way to get started, so you pick the path that fits your team. Simpler setups can be live the same day, while more complex rollouts get hands-on guidance over a few days. Whichever you choose, you set the pace, and help is there whenever you need it.

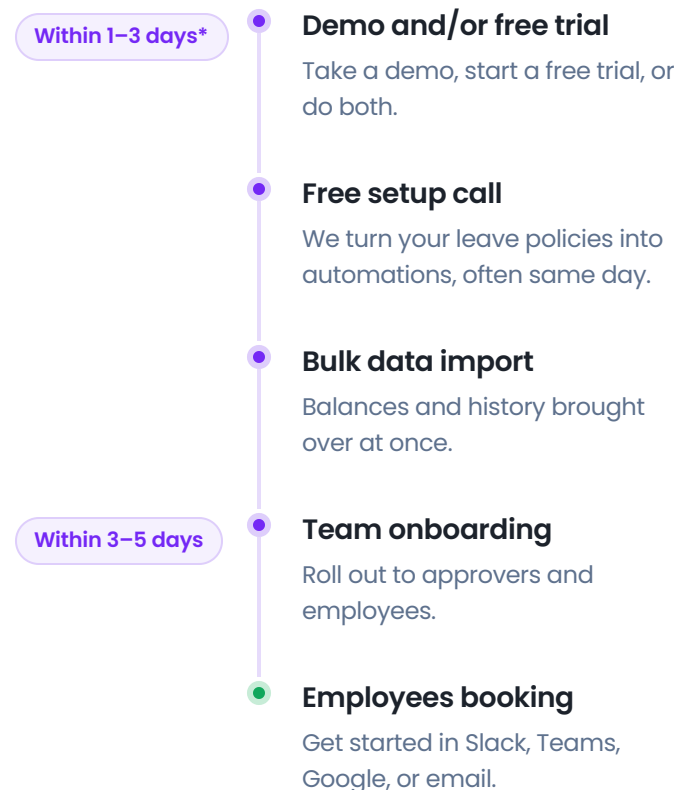
SIMPLE LEAVE POLICIES

Set it up yourself, live the same day.



COMPLEX LEAVE POLICIES

We guide your setup, live in days.



* Dependent on availability.

PRICING

Simple per-user pricing, no surprises.

You pay per user, with no setup fee and no lock-in. Pick the plan that fits, go yearly to save a little or stay monthly, and you only ever pay for the people you add. Whenever you're ready, we'll prepare an official quote for you to use internally.

Core

\$2 per user / month

\$50 minimum per month

Everything to run time off: requests in Slack, Teams or Google, automated balances, approvals, and the shared calendar.

Complete

\$4 per user / month

\$100 minimum per month

Core, plus advanced policies, multi-level approvals, detailed reporting and the integrations larger teams need.

FOR EXAMPLE

A team of **25 people on Core**, billed yearly, comes to about **\$550 a year** — roughly \$46 a month, with one month free for paying annually.

[Get your official quote →](#)

Want the full picture? [See what's included in each plan on our pricing page →](#)

GET STARTED

Try Vacation Tracker with your team.

You've seen what we have to say, but the best test is going to be your own team and your own policies.

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- 1 Try it yourself** →
Start a free trial. It takes minutes, no credit card.
-

- 2 Get help from us** →
Talk to our team and we'll walk you and the committee through it.
-



Questions along the way? Reach the team at hello@vacationtracker.io — a real person answers.