



## **Streamline Your Leave Approvals**

*No More Emails, Delays, or Confusion*

**Are you still using email or spreadsheets to handle staff time-off requests?** This leads to missed approvals, double bookings, and HR confusion. Manual systems slow you down — especially as your team grows.

### **Introducing: Smart Leave Request Automation**

A simple, powerful workflow built using Microsoft Power Platform or Google Workspace tools to manage leave requests from submission to approval — without the hassle.

#### **What You Get:**

- Clean digital form for staff leave requests (via Power Apps or Google Form)
- Automatic manager notifications and reminders
- Real-time approvals and rejections (via email, Teams, or Slack)
- Centralized leave log (SharePoint or Google Sheet)
- Optional: Sync with Outlook/Google Calendar + HR notifications

#### **Benefits:**

- Faster leave approvals
- Fewer missed communications
- Clear audit trail for HR
- Happier staff and managers

#### **Perfect For:**

- Teams of 10–200 staff
- Businesses using Microsoft 365 or Google Workspace
- HR or Office Managers tired of chasing leave updates

#### **Packages :**

|   |                                      |   |
|---|--------------------------------------|---|
|   |                                      |   |
| BASIC   | STANDARD                             | PREMIUM                                   |
| £350  | £550                                 | £750                                      |
| Digital leave request form<br>(Power Apps or Google Form) | Everything in Basic, plus:           | Everything in Standard, plus:             |
| Manager approval via email                                | Custom branding (logo +<br>colours)  | Leave dashboard/reporting<br>summary      |
| SharePoint or Google Sheet<br>tracking                    | HR notifications + summary<br>emails | Calendar integration<br>(Outlook/Google)  |
| Simple notifications                                      | Up to 2 approval levels              | Ongoing support (1 month<br>post-go live) |
|   | One-click calendar sync              | Tweaks + maintenance<br>options           |
|   |                                      | Add-ons: extra forms, extra<br>flows      |

**Timeline:** 2–4 weeks to go live

**Ready to simplify your leave process?** Visit [www.projectide.uk](http://www.projectide.uk) or book a free 30-minute consultation.