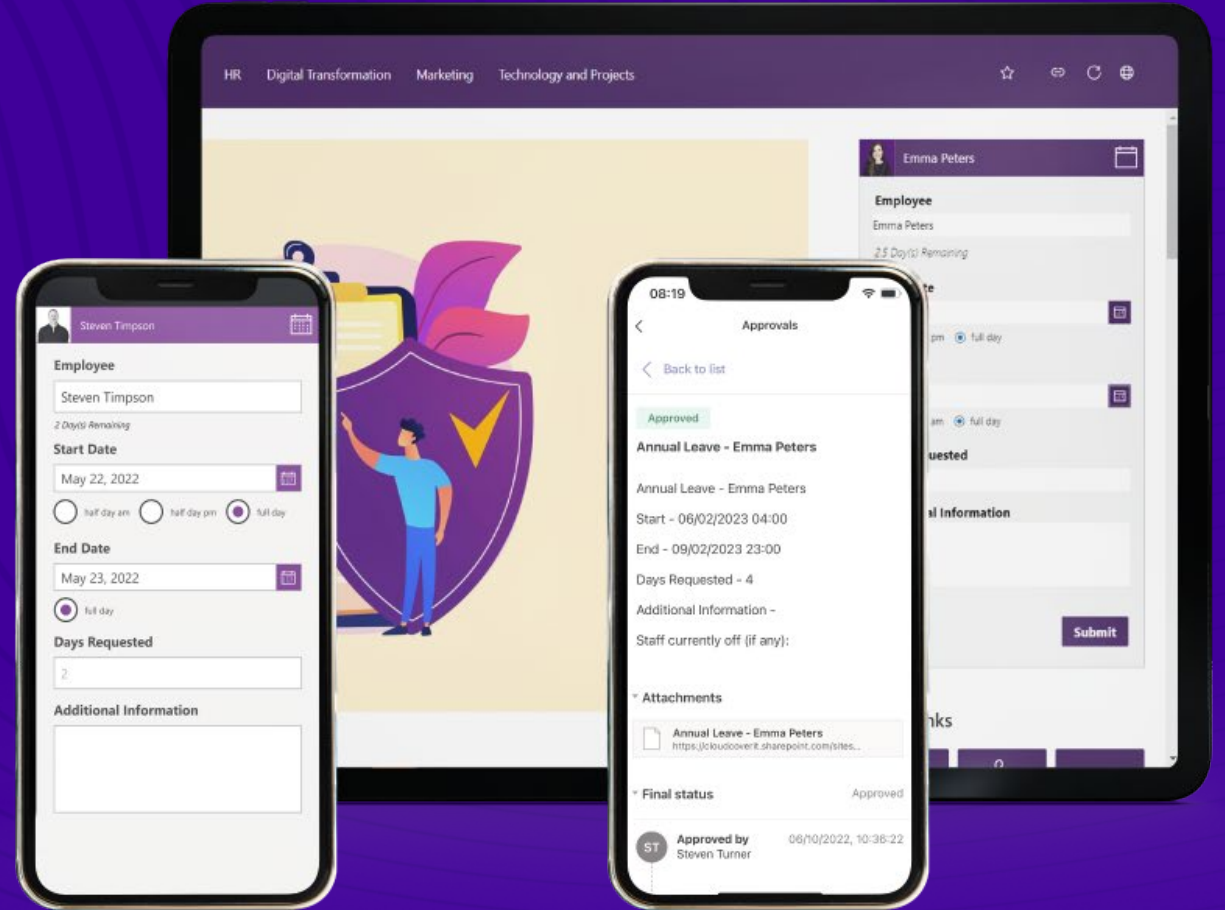


Part of the Flyte Microsoft 365 App Suite

# Leave Request App

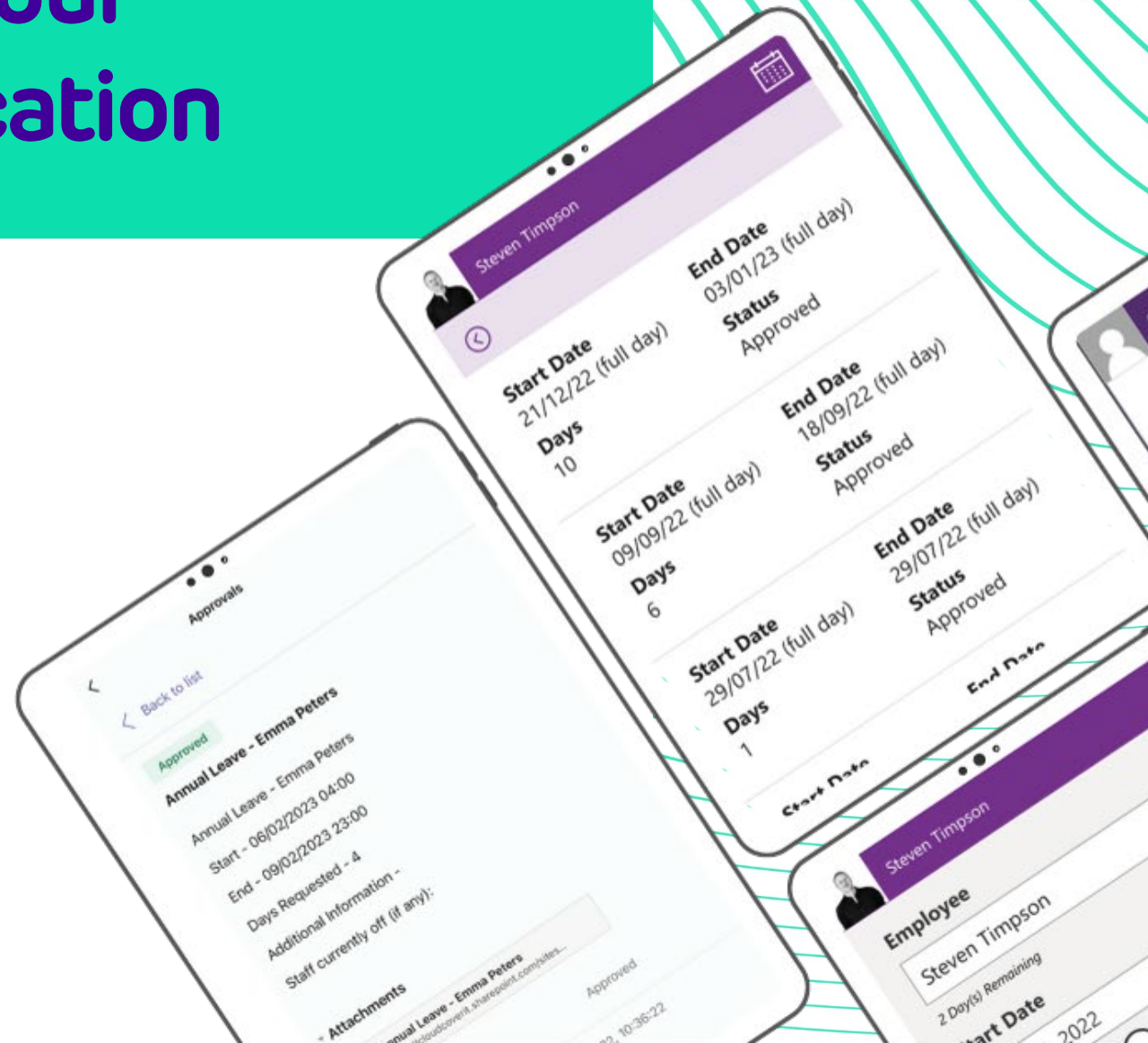


# Digitally Transform Your Leave Request Application Process

## Easily Respond to and Track Employee Leave Requests

Many organisations are still using a manual leave request application process that is time consuming, inefficient, and frustrating for employees. Our leave request app has been built leveraging the Microsoft Power Platform, and can be accessed through your company intranet and Microsoft Teams.

Employees can easily view their remaining annual leave allowance, make new requests, and view upcoming and previously approved annual leave requests. This saves your organisation time previously spent laboriously inputting, tracking, and responding to requests.



# Simplify Your Employee Leave Application Process

Apply for New annual leave

View upcoming approved annual leave

Track annual leave allowance

Book & manage via the company intranet

Add additional notes to requests if required

Cancel annual leave that is no longer required

Easily apply for annual leave on the go

The image displays two screenshots of the leave application system. The desktop screenshot shows a list of approved leave requests for Steven Timpson:

Start Date	End Date	Days	Status
21/12/22 (full day)	03/01/23 (full day)	10	Approved
09/09/22 (full day)	18/09/22 (full day)	6	Approved
29/07/22 (full day)	29/07/22 (full day)	1	Approved

The mobile screenshot shows the application form for Steven Timpson:

**Employee:** Steven Timpson  
2 Days/0 Remaining

**Start Date:** May 22, 2022  
 half day am  half day pm  full day

**End Date:** May 23, 2022  
 full day

**Days Requested:** 2

**Additional Information:**

Monitor employee annual leave allowance

For more information email [sales@flyte.cloud](mailto:sales@flyte.cloud)