

Helping SMEs save time, cut admin and work smarter with AI.

Leave Request Automation

The Problem (Manual):

- Employees submit leave via email, chat, or paper forms
- No central record of approvals or remaining leave
- HR spends unnecessary time updating spreadsheets manually
- Managers lose time tracking requests and responding
- Errors and missed requests cause frustration and delays

The Solution (Automation):



Forms



Power Automate



SharePoint



Outlook

- > Employee submits a simple Microsoft Form
- > Manager approves or rejects in one click
- > Employee receives instant confirmation
- > Power Automate routes the request to the correct manager
- > SharePoint list updates automatically
- > HR gets a clean, real-time record of all leave activity



STEP 1

Employee submits MS Form



STEP 2

Manager receives Approve/Reject email



STEP 3

Employee receives instant confirmation



STEP 4

HR receives an automated real-time record

Key Benefits:

- ✓ Saves time for employees, managers, and HR
- ✓ Eliminates repetitive admin and manual data entry
- ✓ Creates a single source of truth for leave records
- ✓ Reduces errors, missed requests, and approval delays
- ✓ Provides a professional, consistent process for the whole business
- ✓ Easy to scale as the SME grows

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