

## <u>AUTOPILOT TAKES THE HASSLE OUT OF THE LEAVE PROCESS</u>

## **REQUESTING LEAVE**

Employees can submit leave requests using a mobile-friendly electronic form. No more wasted paper.

These requests can easily be tracked by the employees themselves.

## **APPROVING LEAVE**

Managers can approve requests using any email client. Leave requests can be sent back if a manager needs to request a change.

Approvals are conducted in a secure and transparent manner.

## PROCESSING LEAVE

A central dashboard allows administrators to track and process leave requests more quickly and effectively.

Never lose another form again.

The Autopilot Leave system is of benefit to most industries, including the Government and Education sectors.



