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LEAVE
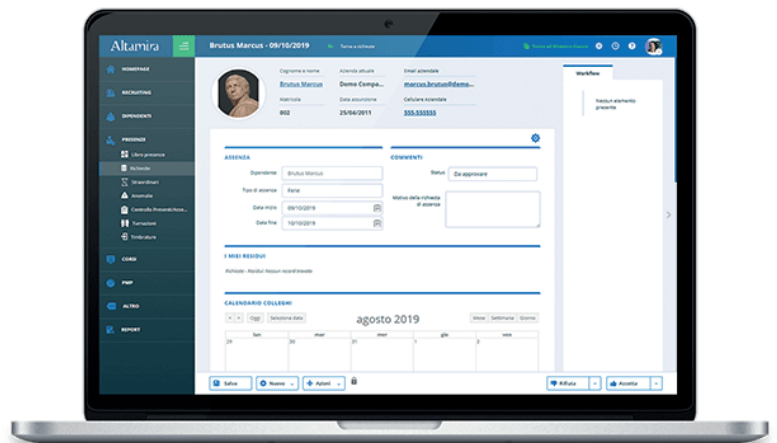**MANAGEMENT**

ALTAMIRA LEAVE MANAGEMENT **FUNCTIONS**

Altamira Leave Management is a cloud software that speeds up the process of requesting and approving leave and absences and facilitates the drawing up of the company's vacation plan.

SIMPLIFY ATTENDANCE **MONITORING**

Altamira Leave Management simplifies and speeds up the processes for requesting and approving of absences and facilitates the drawing up of the company vacation plan.

Easily integrated with your attendance monitoring software, it enables you to overcome the confusion generated by emails, phone calls, hard copy documents and improvised conversations.

The entire leave and absence request and approval process is operated within an intuitive and safe cloud system, accessible through a simple browser.

REQUESTS AND APPROVALS **IN A FEW CLICKS**

To submit a leave or absence request, just select the type of absence required, fill in the fields provided and, where applicable, attach a background document.

The new request is immediately notified by email to the responsible manager. To evaluate it, he/she doesn't need to access the platform, but just clicks on the link provided which opens a page showing all relevant information and the absence schedule of the team. Accept or decline with a single click!

All these operations can be conveniently carried out from a smartphone.

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SHARE YOUR **LEAVE PLAN**

All absence requests are put into one shared calendar, providing a clear, graphical representation of the company's leave plan.

From here, it takes just one click to access the details of each request.

The calendar allows different views – by day, week, month – and can be filtered to show only absences of a particular type, those of an individual team, etc.

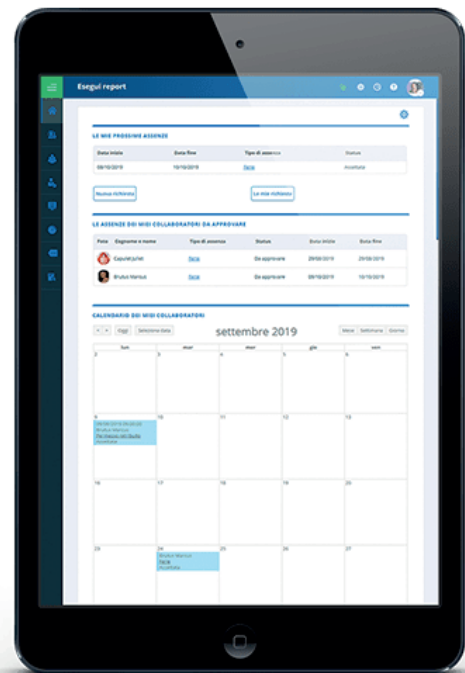## IMMEDIATE VISIBILITY FOR **HOLIDAYS AND LEAVE DAYS**

With Altamira Leave, employees can easily consult an up-to-date count of their remaining holidays and leave days, those they've accrued, those they've already used, etc., without having to painstakingly trace this information on the pay slip.

In this way, requests for leave will be made quicker and will be more carefully considered.

USE IT FOR EXPENSE REPORTS **AND SMART WORKING**

Thanks to our wide-ranging customization capabilities, many companies also use our leave management software to keep track of their smart working days and attach expense reports to their trips.

Simply customize categories and templates to be able to attach documents and indicate amounts, and you'll have an expense report management software included in the price!
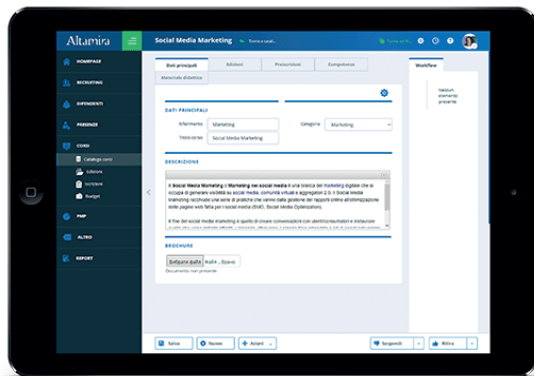
ORGANIZE DATA INTO **CUSTOMIZABLE REPORTS**

All information managed by the platform – including that imported from attendance monitoring software – can be extracted and organized through the reporting system.

These charts and tables process the information you need and present them in a clear and detailed way, providing you with a valuable basis for your decisions.

Altamira Leave Management offers a large number of predefined reports and allows you to create any others you wish.

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WHY CHOOSE **OUR SOFTWARE**

READY TO USE AND **CUSTOMIZABLE**

Altamira HRM is configured according to the latest HR best practices and it comes ready to support your business.

At the same time, the customization system allows you to replicate your already established processes on the platform, adapting it to your needs.
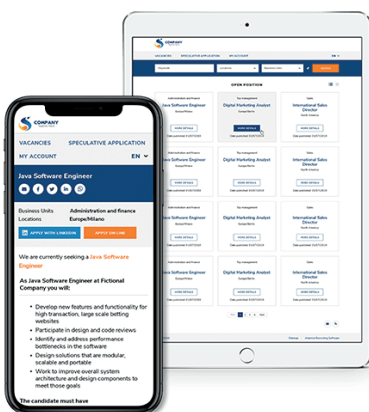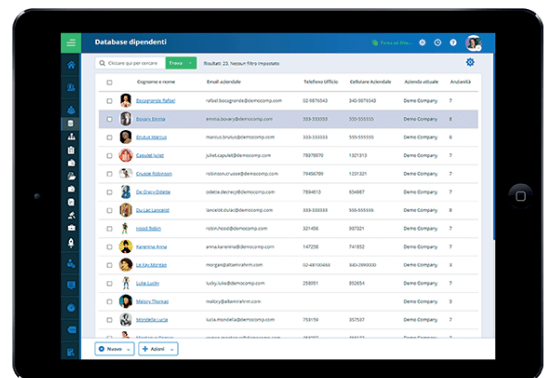
After the initial configuration carried out by our team, you can continue to make changes in full autonomy, thus protecting your investment.

EASY **TO USE**

The user experience lies at the heart of our development process: that's why using Altamira HRM is easy from the very first minutes.

Access is by a simple browser - an environment familiar to everyone - using personal credentials (username and password).

The clear and user-friendly interface is designed to be quickly mastered, even by those who only occasionally use the platform.
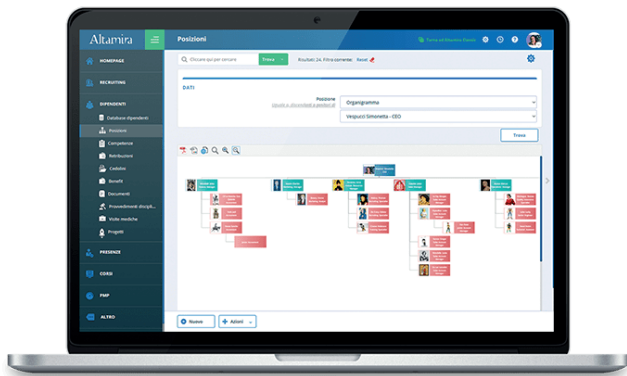

ACCESSIBLE **FROM ANYWHERE**

All products in the Altamira HRM suite are provided via Cloud and available in self-service mode.

This means that you can access them from anywhere and using any device with a browser!

The responsive design of our platform makes for easy use and excellent browsing experience with any smartphone or tablet.

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EASILY **INTEGRATED**

Altamira HRM integrates easily with other business software, such as payroll systems, attendance tracking, CRM etc.

Through the API or a simple file exchange, you can import and export data in commonly-used formats and take advantage of the powerful reporting features available.
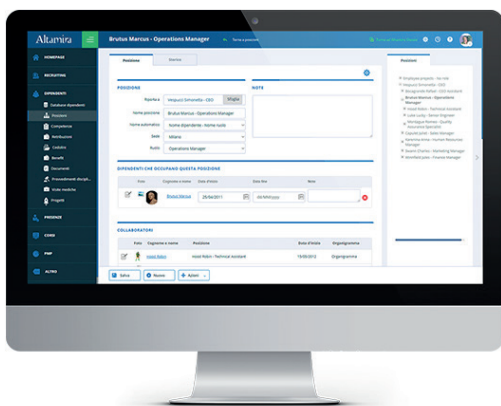
Any changes which arise in HR and IT strategy will be managed in a simple and painless way!

SECURE AND COMPLIANT

The security of our platform is guaranteed by our advanced technologies and proven procedures.

Even more, our services are hosted on Microsoft Azure and Amazon Web Services, the 2 most advanced and reliable cloud computing services in the world.

Choosing Altamira also means solving the problem of managing privacy for job candidates and employees, thanks to a special dashboard dedicated to the GDPR.

CONVENIENT

The Altamira HRM suite does not require the purchase of any licence, nor does it involve complicated installation, maintenance and upgrades or call for IT unit intervention.

Prices are based on company size and requirements: you only pay for what you actually need, through a monthly or annual fee.

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ABOUT **US**

Altamira Srl is an Italian software company which produces recruiting and human resources software.

Founded in 1999 and based in Milan, it was among the first to deliver its products as SaaS (Cloud-based).

All team members (marketing staff, consultants, programmers, and technical assistance) are highly qualified and have training and experience in human resources management processes.

OUR **PRODUCTS**

Altamira offers a suite of software for human resources management consisting of:

- Altamira Recruiting to manage the entire candidate selection process.
- Altamira Employees for managing employee data and documents.
- Altamira Learning to handle corporate training.
- Altamira Performance to digitize the performance evaluation process.
- Altamira Leave Management to request and approve absences and leave.
- Altamira Attendance to track clock-in and clock-out times, extra hours and more.

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The full HR Altamira software suite meets the needs of both small and large businesses, as well as those of complex multinational groups.