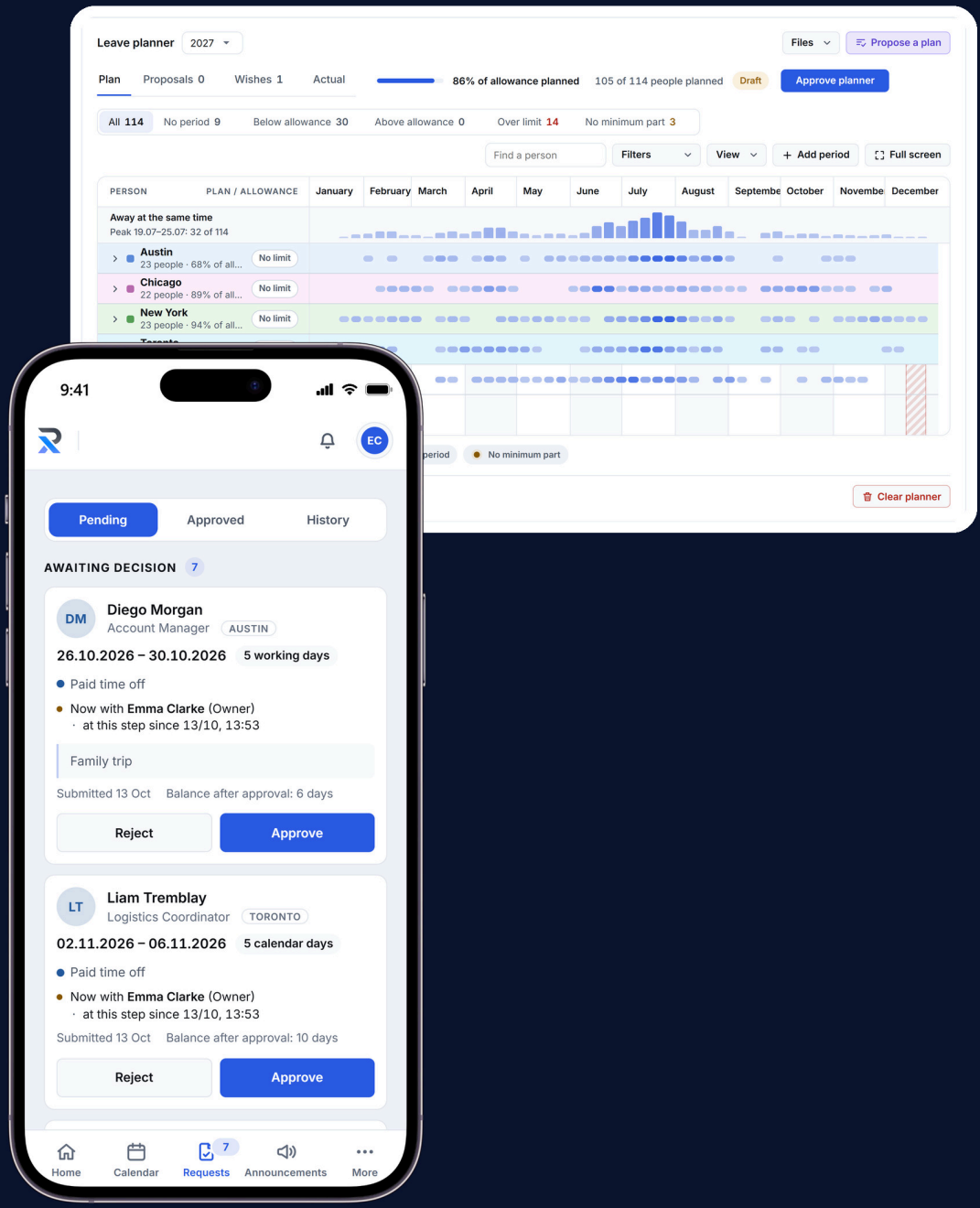
Rankform

Leave & Absence

A system where management sees who is away and why, sets company rules, and gets documents, timesheets and analytics without spreadsheets or paper.



1 day
from sign-up to the first request

14 days
free, no card needed

Any size
from a small team to thousands of people

SOUND FAMILIAR?

What tracking leave in spreadsheets and chats really costs

01

“Who’s in tomorrow?”

Only the team lead knows, and not always. Key people end up away at the same time, with nobody to cover.

02

“Nobody knows how many PTO days are left”

One person keeps the balances in Excel. The numbers drift, and at year end half the team turns out to be sitting on days nobody planned for.

03

“The time-off plan lives in a spreadsheet”

Requests for summer dates arrive by email, and nobody checks the agreed plan against the time people actually take.

04

“Decisions in chats, paperwork by hand”

Approvals get lost in chats, letters are typed one at a time, and payroll chases absences by phone. A timesheet error becomes a pay error.

Rankform turns this into a system you control. You set the rules. Tracking, approvals, documents and reports then run on their own, the same way for every office and department.

HOW THE SYSTEM WORKS

Not just a PTO calendar: five layers of control

01	**Company rules**	Time-off types, allowances, accrual, year-end rules, each office’s holidays and work week, blackout periods.	SET BY the owner or HR, once
02	**Approvals by structure**	Approver, deputy, manager, administrators. A deadline to respond, then the request moves on by itself.	FOLLOWS your company’s hierarchy
03	**Tracking**	Each person’s balance, the team calendar, the time-off plan for the year. Days, half days and hours.	CALCULATED by the system, daily
04	**Documents**	Requests and letters from your templates, the time-off plan document, and a timesheet and monthly statement for payroll.	DELIVERED ready to HR and payroll
05	**Analytics and control**	Absence rate, expiring days, frequent short absences, who worked how much. Every decision on record.	VISIBLE to company management

Employees just submit a request from a computer or phone. The system does the rest.

ANALYTICS FOR MANAGEMENT

See risks before they become problems

Owners and HR open Analytics and see the state of the whole company, or of one office or department, for any period.

UNUSED DAYS	EXPIRES ON 31 DEC	ABSENCE RATE	AWAITING DECISION
708	187	6.1%	6
across 121 people	if no more leave is taken	1503 of 24624 team days	oldest waiting 2 d

Offices

OFFICE	PEOPLE	DAYS	RATE	LEFT
Toronto	24	297	5.8%	168
Chicago	24	294	6.4%	201
No office	25	288	5.2%	144
New York	24	288	6.9%	152
Austin	24	217	4.7%	43

Offices side by side with absence rate and days left

Frequent short absences over 12 months, excluding the main leave type

Jason Howard	index 162
Natalie Miller	index 128
Marcus Morgan	index 75
Claire Wong	index 48
Scott Collins	index 32

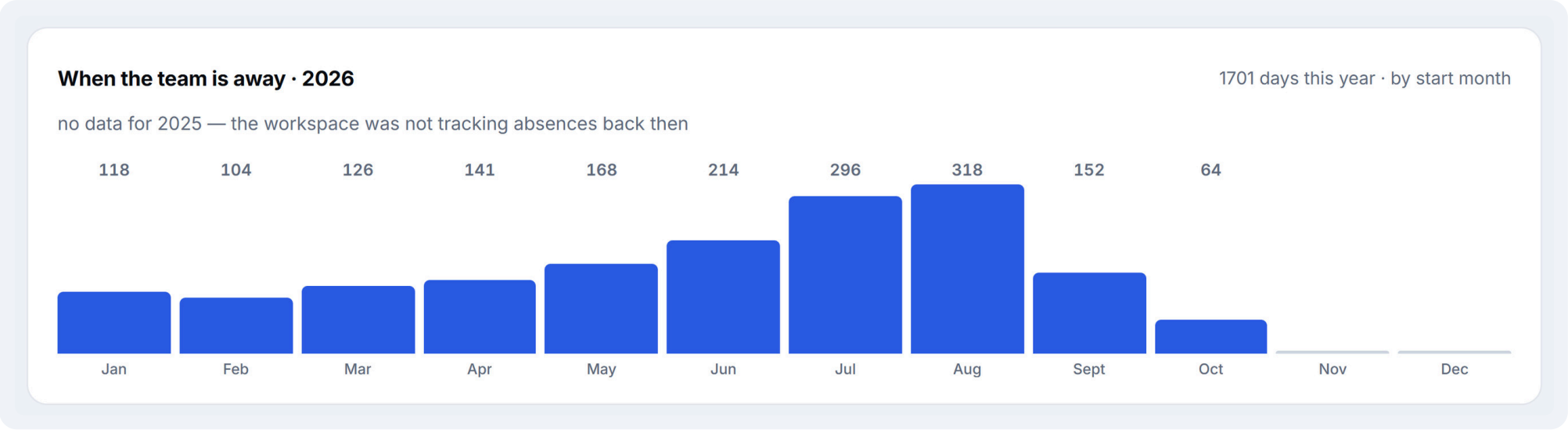
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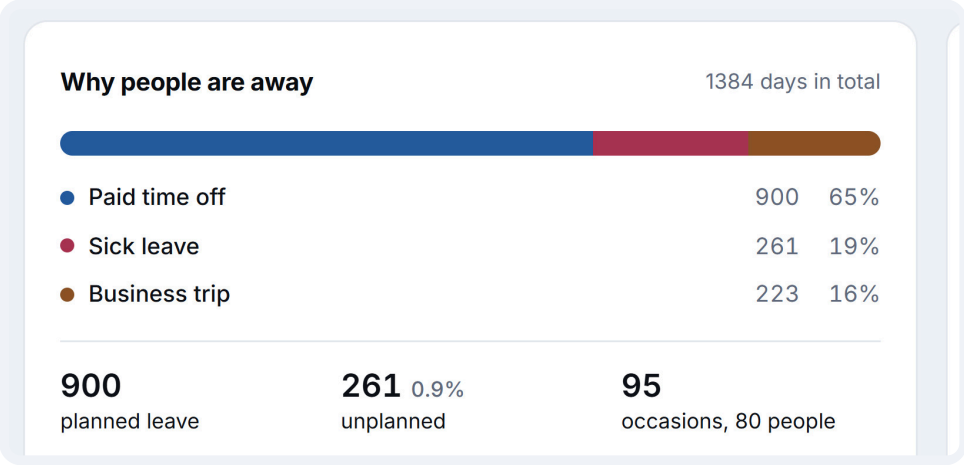
Frequent short absences by Bradford factor

ANALYTICS FOR MANAGEMENT

Where the team's working time goes

When people take time off, why they are away, and how much of it was unplanned.





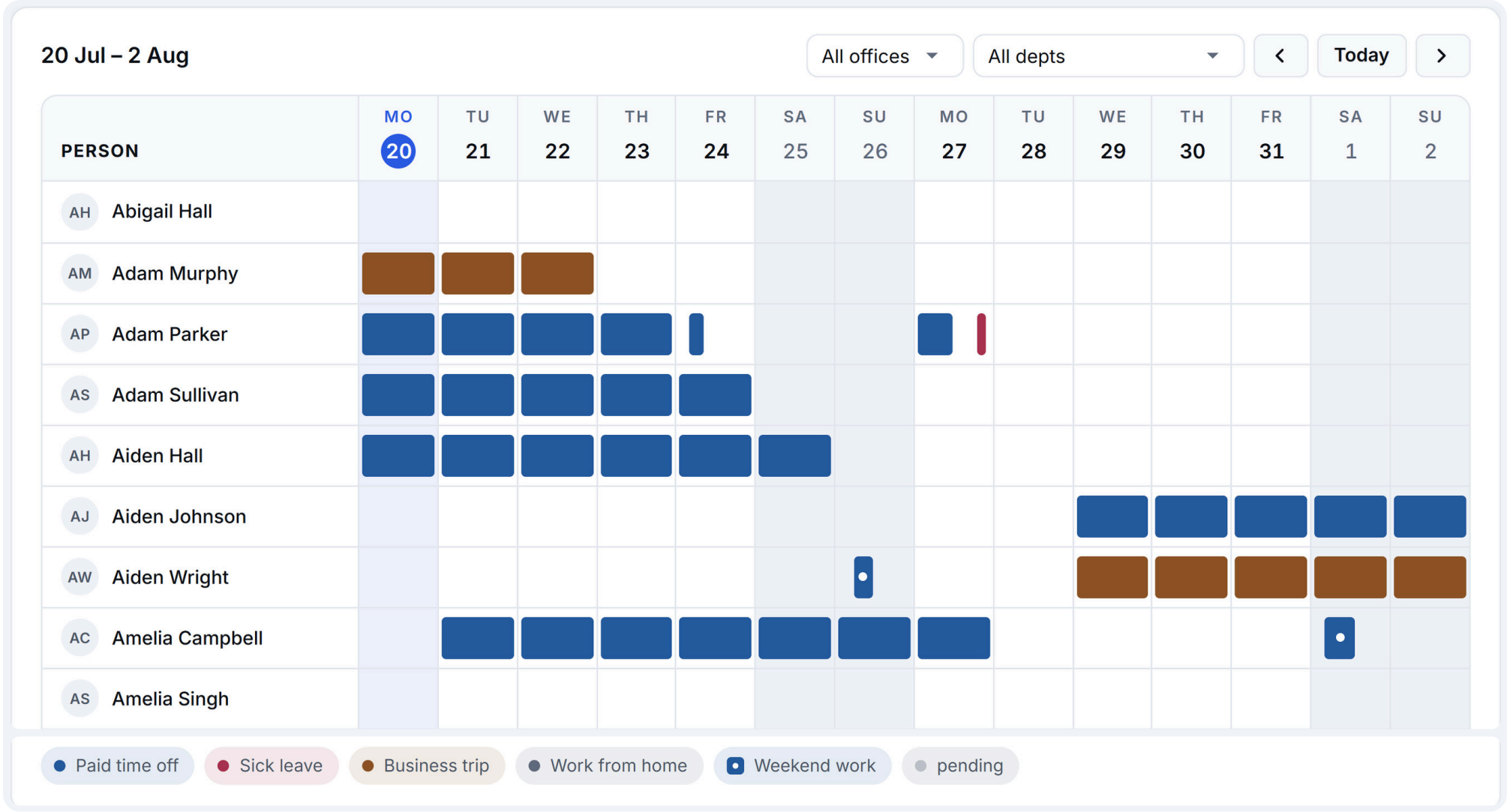
Also in Analytics

- ✓ **Days at work** over the year, by person
- ✓ **A year without time off**: who hasn't had a break
- ✓ **Who worked on days off and holidays**
- ✓ **The next 30 days** and **unused days from past years**
- ✓ **Annual summary** in one Excel file

TEAM CALENDAR

See who’s away well in advance

- **The whole company**, or one office or department
- **The reason for absence** is visible to management, not to colleagues



APPROVALS

No request gets stuck in someone’s inbox

- **The approval chain** follows your company structure
- **See who decides now** and how many days the person will have left
- **No answer in 3 days?** The request moves on. You set the deadline
- **Every decision is recorded**: who, when, with what note

Diego Morgan Account Manager AUSTIN

DM

26.10.2026 – 30.10.2026 **5 working days** Paid time off

Now with **Emma Clarke** (Owner) · at this step since 13/10, 13:53

Family trip

Submitted 13 Oct Balance after approval: 6 days

Reject Approve

Liam Tremblay Logistics Coordinator TORONTO

LT

02.11.2026 – 06.11.2026 **5 calendar days** Paid time off

Now with **Emma Clarke** (Owner) · at this step since 13/10, 13:53

Submitted 13 Oct Balance after approval: 10 days

Reject Approve

Approval chain

Who gets a request and who it passes to if there is no answer.

Approver
gets the request first

→ after 3 days

Deputy
if the approver is away or has not answered

→ after 3 days

Approver’s manager
if the deputy has not answered either

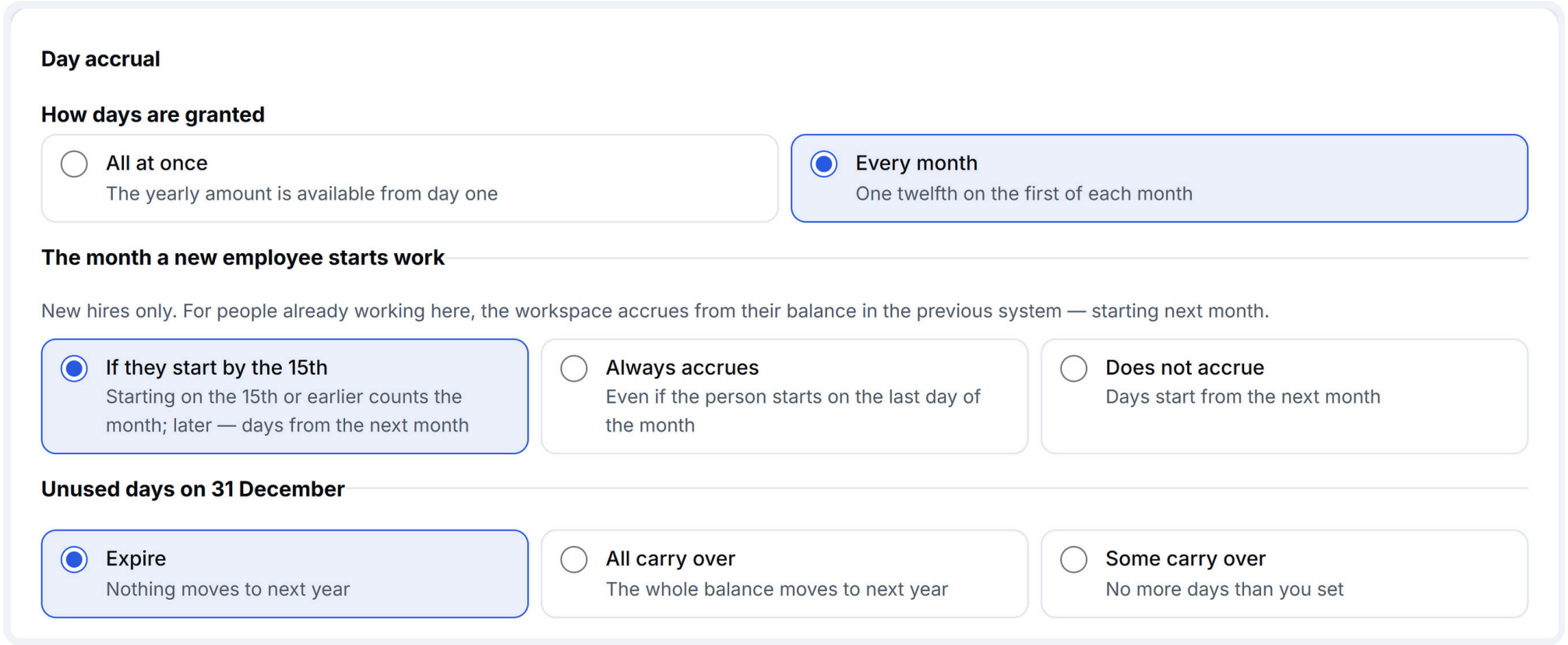
→ after 3 days

Administrators
if nobody has answered

COMPANY RULES

You set the rules. The system follows them

- **Contract allowance** set per person
- **Accrual** up front for the year, or monthly
- **Year end**: days expire, carry over in full or in part
- **Calendar or working days**, set per country
- **Holidays and swapped working days** for each office
- **PTO in advance** only if the company allows it



Each person’s balance is recalculated by these rules every day. HR keeps no spreadsheets, and people can see their own days.

THE TIME-OFF PLAN FOR THE YEAR

From people's preferred dates to an approved plan, without Excel or endless email

1 Survey

People say when they'd like time off, in the workspace, with backup dates.

2 Proposal

The workspace drafts the plan from preferences and rules. With AI, if you want it.

3 Rules

Blackout periods, a minimum continuous break, a limit on how many are away at once.

4 Approval

Management approves the plan. Any later change needs a reason.

5 Acknowledgement

Everyone confirms their dates. You can see who hasn't yet.

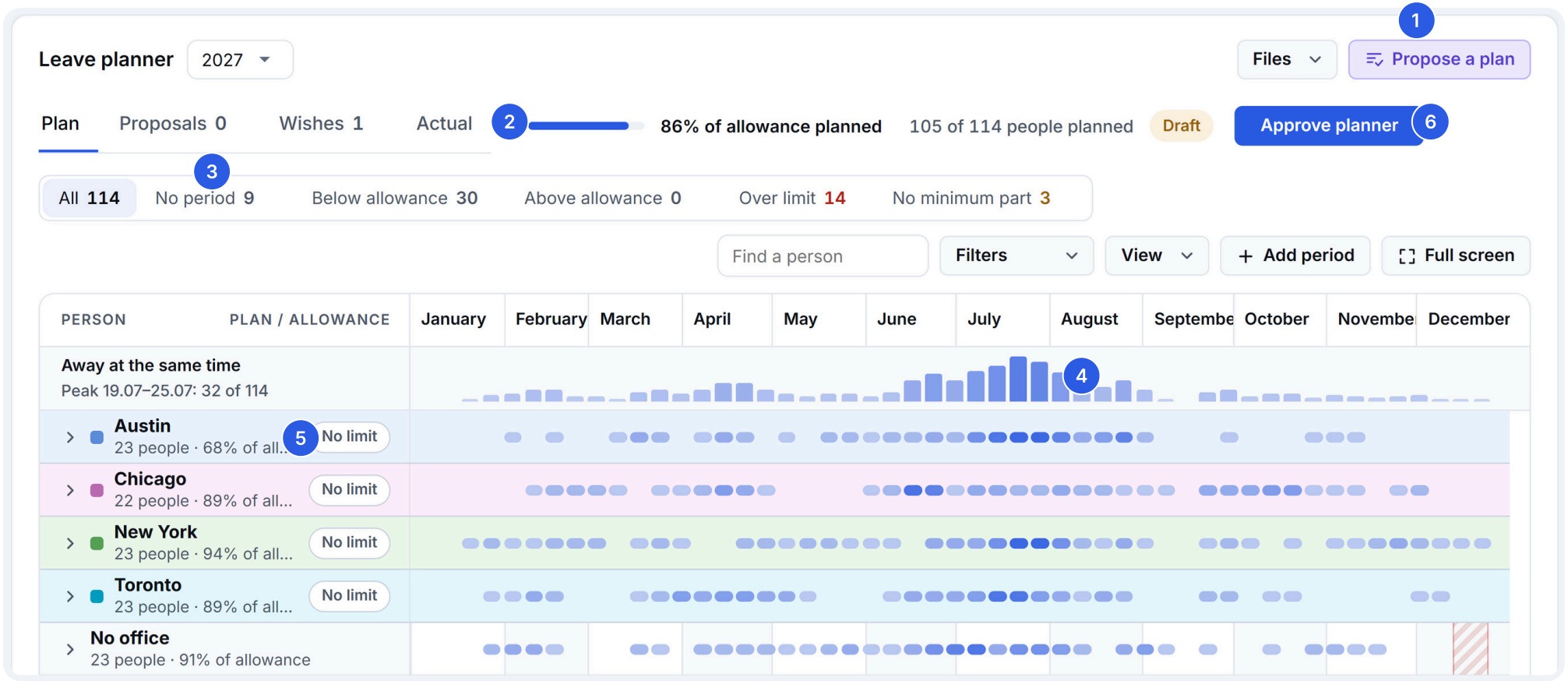
6 Actuals

Plan against reality, with reminders to request planned time off on time.

The plan document follows your company template: header, columns, signatures. A finished PDF or Excel file to print or archive.

- Already have a plan in Excel? **Import it with our template**
- **Managers** can see and edit their people's plan, if you allow it
- **A limit on simultaneous absences** for each office

The company’s whole year on one screen



1. **Propose a plan**: the workspace places time off by preferences and rules
2. **How much allowance is planned** and how many people are in the plan
3. **Who needs attention**: no period, below allowance, over the limit
4. **Away at the same time**: the peak is obvious at once
5. **A limit on simultaneous absences** for each office
6. **Approve the plan**, and people get their dates to acknowledge

DOCUMENTS

Requests and letters from your templates, in two clicks

The company adds its own wording. The workspace fills in the name, job title, dates and number of days from the request.

- **In batches**: all of a month's requests in one file
- **A company signatory** on every document
- **Electronic mode**: the employee gives consent and the workspace keeps a record of submission
- **Access and retention**: who sees which office's or department's documents, and for how long they are kept



REQUEST TEMPLATE

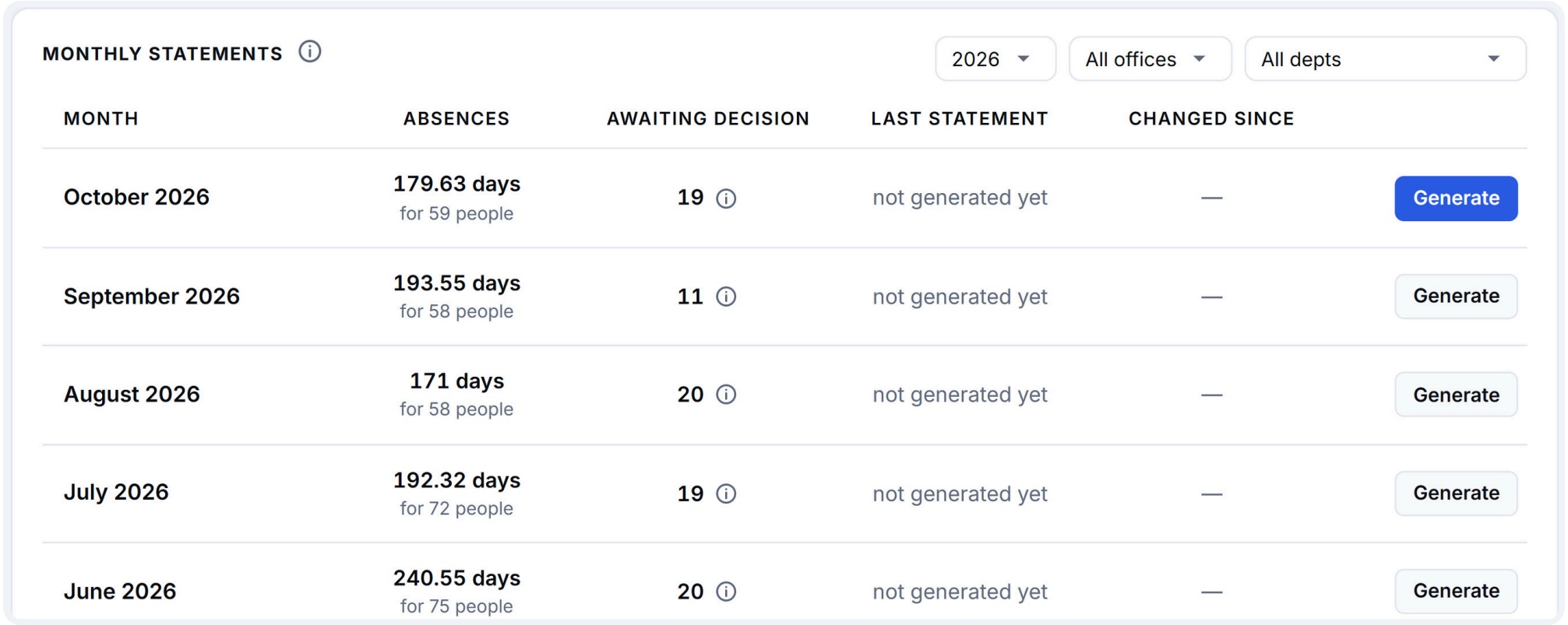
I would like to take **{{absence type}}** from **{{start date}}** to **{{end date}}**, **{{number of days}}** in total.

Fields are filled in from the request automatically

FOR PAYROLL

Timesheet and monthly statement in one file

- **Absence timesheet** and **working-time timesheet** based on each person's schedule
- **Employee number** in every table
- **What changed since the file was generated**: the workspace shows it
- **By department**, if payroll runs separately

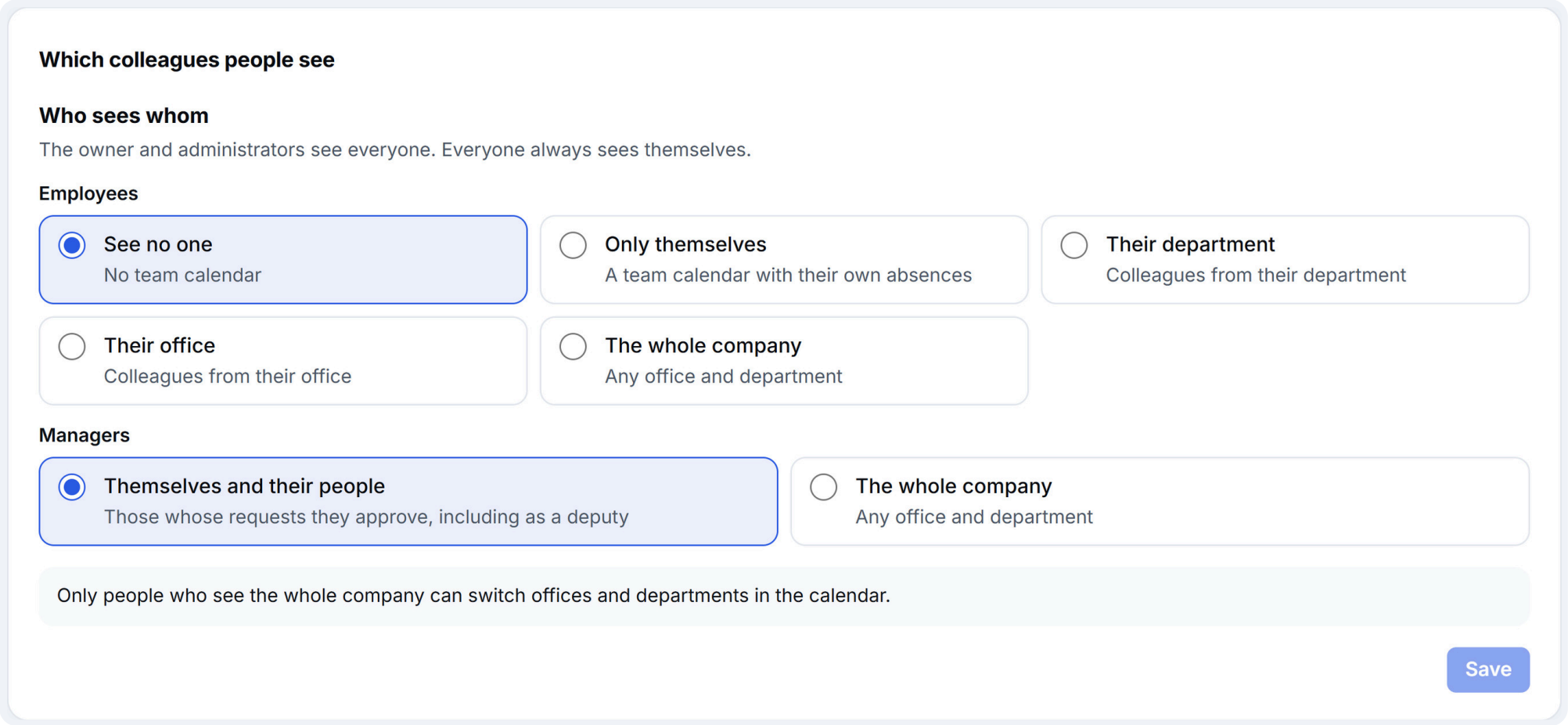


Payroll picks a month and gets one Excel file for the whole company, with no calls or follow-ups

SECURITY AND ACCESS

HR data under lock and key

- **Every company is isolated**: no other workspace can see anything of yours
- **Two-step sign-in** with a code from an authenticator app
- **Hosted in the EU** (Frankfurt), with encrypted connections
- **Roles**: owner, administrator, manager, employee
- **Audit log**: every decision and change, with who, when and what
- **Data is not deleted**: without payment the workspace becomes read-only



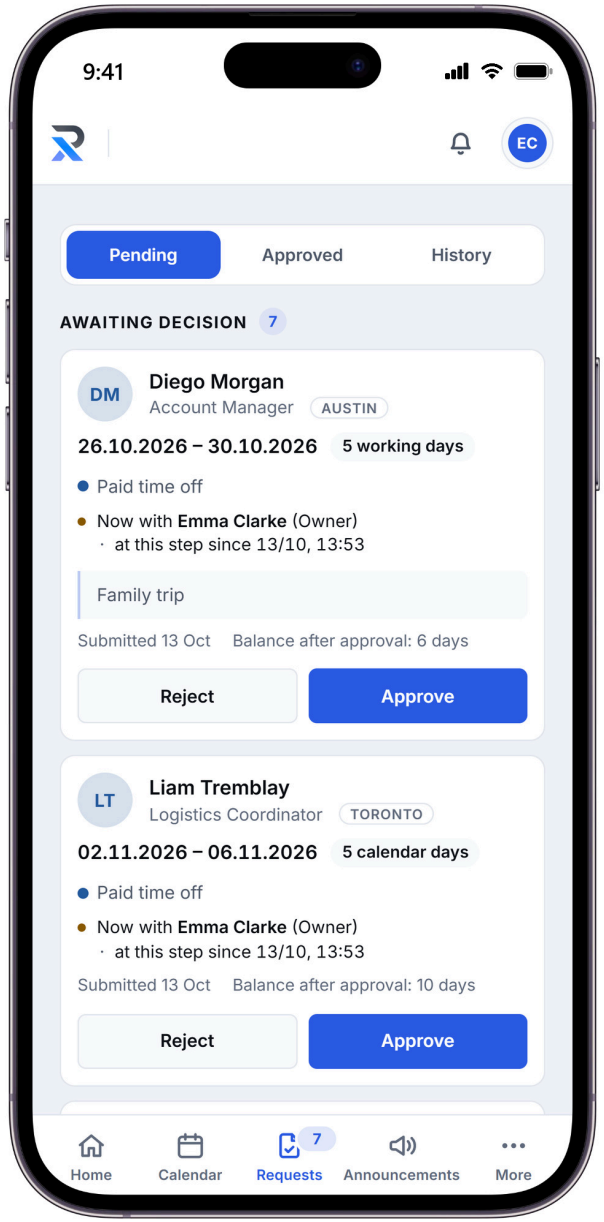
The “Which colleagues people see” setting: the company decides which colleagues employees and managers can see

FROM YOUR PHONE

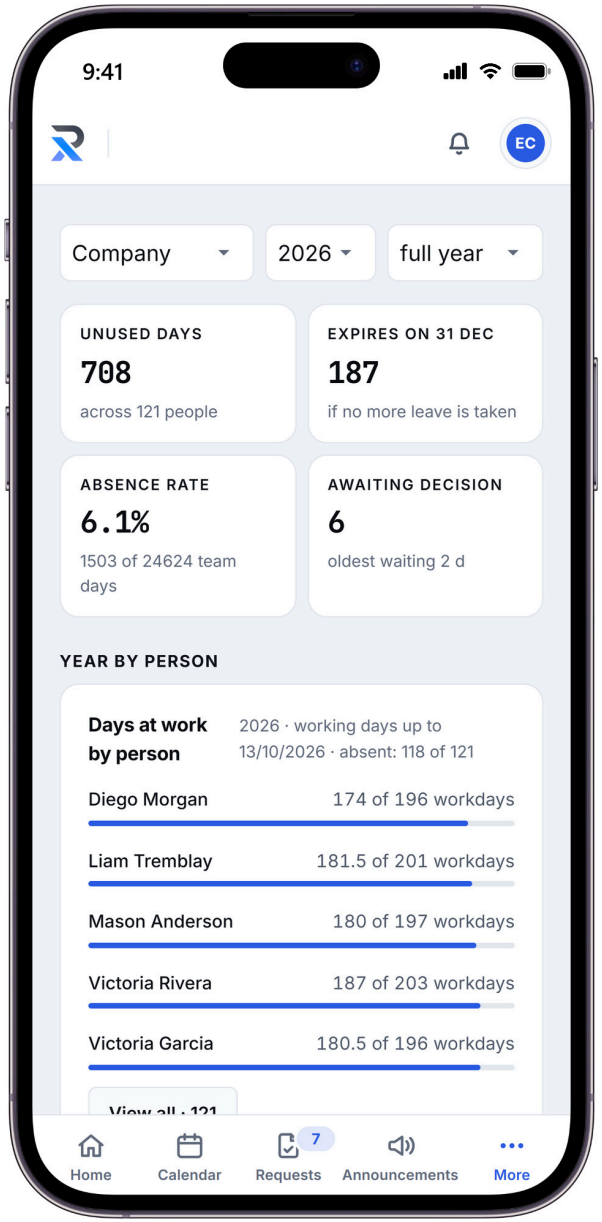
Stay in control away from the office

The workspace opens in the phone's browser. There is nothing you have to install.

- **Pending requests**: approve or reject on the go
- **Company analytics**: the same numbers as on a computer
- **The team calendar** for the month



Pending requests



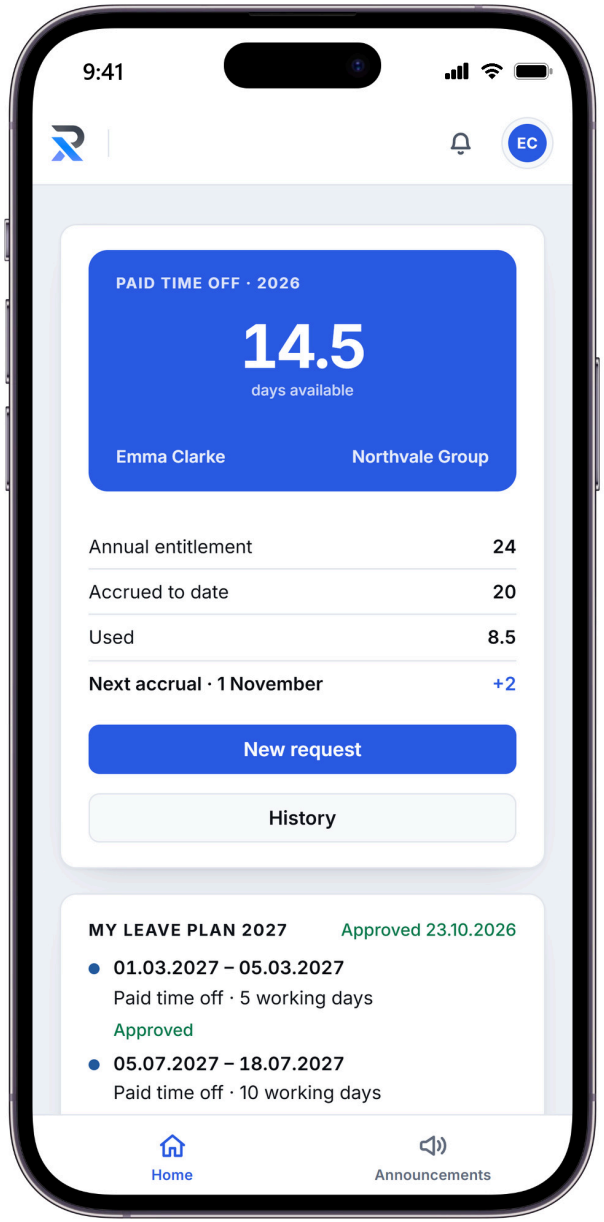
Analytics

FOR EMPLOYEES

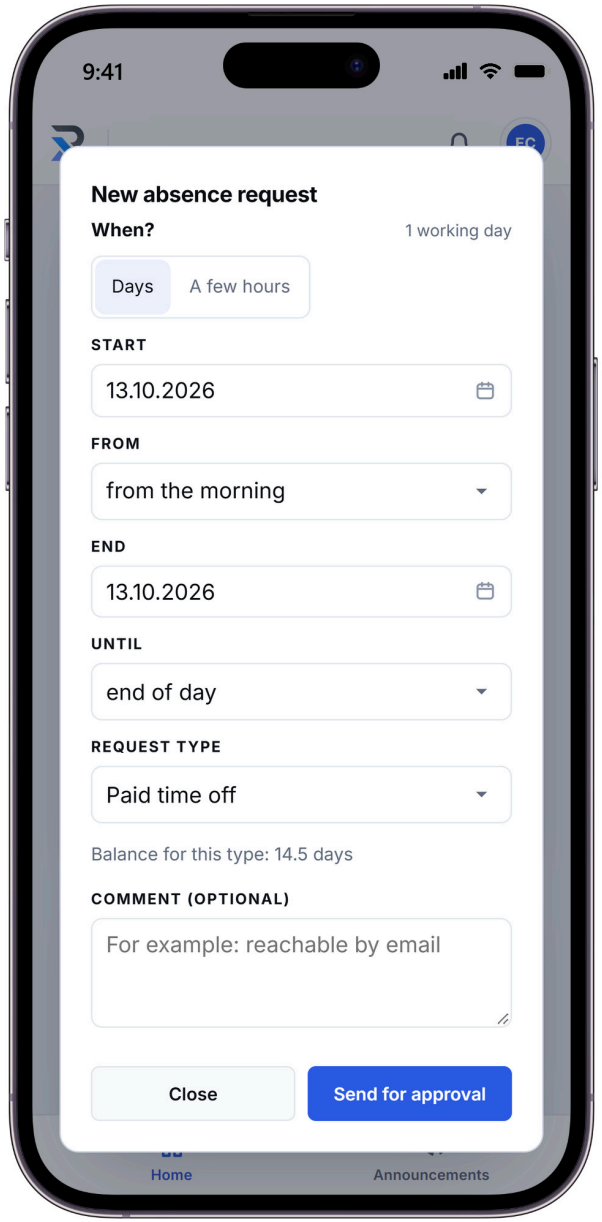
Simple for people, fewer questions for HR

Employees see their own balance and submit a request in a minute from any phone.

- ✓ **“How many days do I have?”** The answer is always on Home
- ✓ **On the home screen**: Rankform installs from the browser, no app store needed
- ✓ **Decisions arrive** in the workspace, by email and as phone notifications



Employee home



New request

ALSO IN THE WORKSPACE

Everything a company needs is already inside

Multiple offices and countries

Each office has its own holidays, day-counting rules and time zone.

Schedules and hours

A person's or office's own working week, night shifts, absence in hours.

Work on days off and holidays

A separate request with compensation: an extra day off, or days in the bank.

Announcements

Company news for everyone or selected people. You can see who has read it.

Excel import

The whole team in one file: job titles, offices, departments, managers.

Notifications

In-app bell, email and phone notifications for every event.

Birthdays

A calendar and upcoming dates. The company decides who sees the date and age.

Three languages

English, Dutch and Ukrainian. Everyone picks their own.

A growing platform

Rankform builds ready-made tools for the internal work of companies. New tools appear in the same workspace.

BUSINESS VALUE · MONEY

Every day of PTO is company money

≈ $310

is what one paid day off can cost the company, at a $65,000 salary with employer costs of about 25%. An extra day from a spreadsheet error is money lost.

A liability

Accrued PTO can be money owed. No federal law requires a payout, but some states do, including California, and Ontario requires vacation pay when employment ends. Rankform shows these days by person and office.

0 formulas

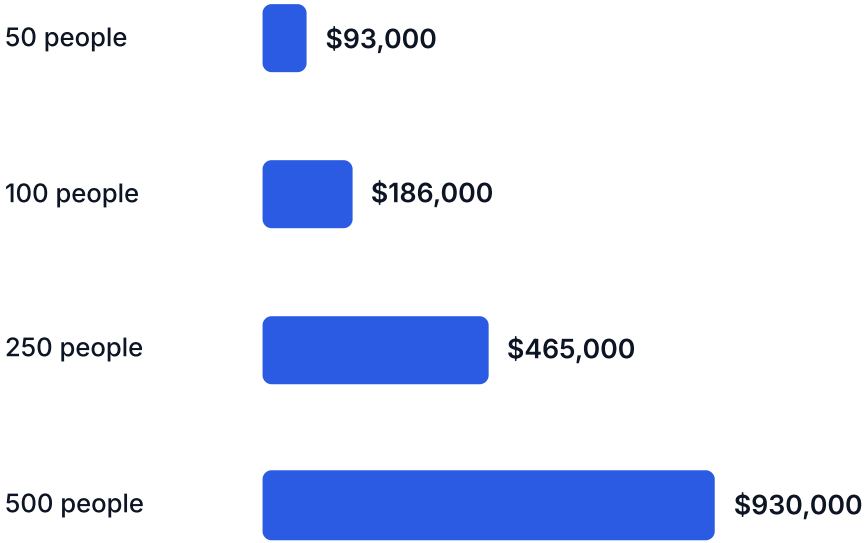
Balances follow your company's rules: allowance, accrual, carry-over, year end. Going negative is possible only if the company allows it.

A record

The plan is approved, everyone has confirmed their dates, every decision is logged. If a question comes up, the documents and history are ready.

Unused PTO: a hidden balance

What the company could owe if everyone has built up 6 days



Example: people × 6 days × $310. What is owed depends on your state, province and policy, so use your own numbers. Rankform shows the exact number of days in Analytics.

Rankform takes manual counting out of the process: the system counts days by your rules, and management sees balances building up ahead of time, not when someone leaves or an audit starts.

BUSINESS VALUE · TIME

Hours given back to the company

Minutes per time-off request

Email and an Excel log against a request in Rankform



An estimate for a typical process. Work it out for your company: requests a year × minutes.

≈ 300 hours a year

back for a company of 100 people: 400 requests × 45 minutes. That's almost two months of one person's work in HR.

1 file

Timesheet and monthly statement instead of a day of calls and follow-ups before payroll.

Days, not weeks

The time-off plan for the year: a survey, a proposal from the workspace and approval, instead of email threads and Excel.

The system handles the routine: people request in a minute, managers decide from their phones, and balances, documents and timesheets prepare themselves. HR's time goes to people, not spreadsheets.

GETTING STARTED

From sign-up to the first request in one day

1

Create a workspace

A few minutes at app.rankform.nl. No bank card needed.

2

Upload your team

One Excel file: people, job titles, offices, departments and managers.

3

Set your rules

Absence types, allowances, holidays, approval chain and document templates, tailored to your company.

4

Invite people

Everyone gets an email invitation and can start right away.

14 days free

Every feature included. No card, no commitment.

No implementation project

No consultants, no installation: the workspace runs in the browser.

Updates included

New features appear in the workspace on their own, with no reinstalling and no data loss.