

RANKFORM · ABSENCE MANAGEMENT TOOL

Absences

Vacations, sick leave and work from home — in one cabinet
your company sets up itself and uses for years.

14 days free · no card required

English and Ukrainian

Start in one day — team from Excel

What absence tracking looks like without a tool



Saturday, 9:40 pm

“Can I take Tuesday off?” — a WhatsApp message to the manager's personal number. The request lives in a chat nobody will ever find. And the manager effectively has no weekends.



“Vacations_2026_final(3).xlsx”

All records live in a file kept by one person. When that person goes on vacation, nobody knows the balances. Two versions of the file — and no one knows which one is true.



“How many days do I have left?”

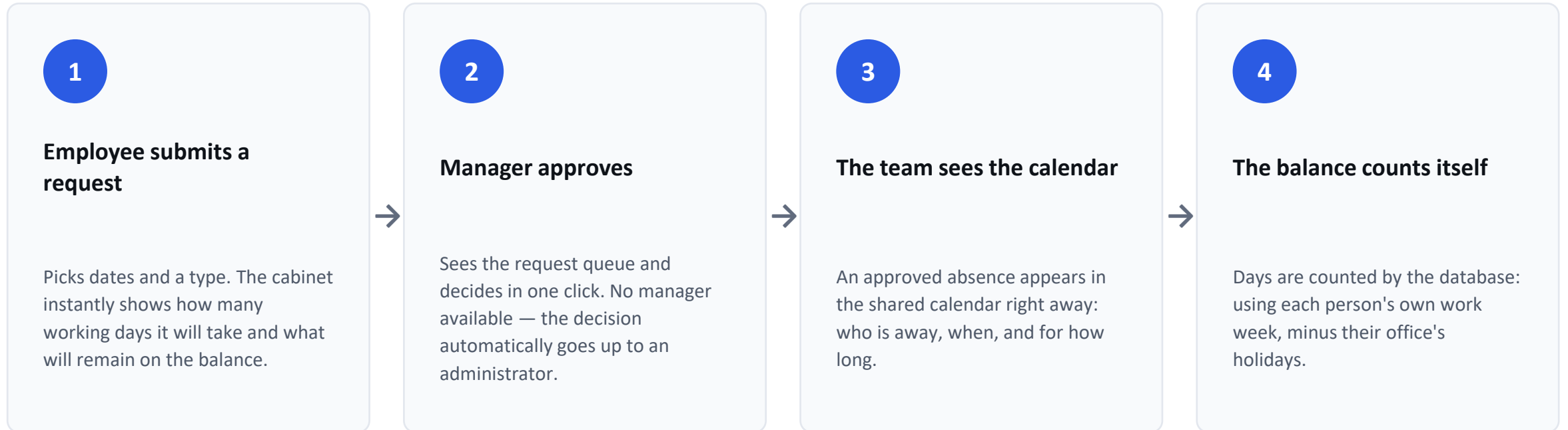
An employee asks HR, HR digs through the file, the answer arrives two days later. And it doesn't always match expectations — cue the “but I was promised” argument.



December, no warning

Half the team has unused days and everyone wants time off at once. The company finds out when it's already too late to plan.

How it works — four steps



Details that matter: half-days (“from noon”, “until noon”), days are reserved the moment a request is submitted — they can't be spent twice, and overlapping requests simply won't get through.

What the company gets



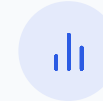
Transparency every day

Who is away today is visible to everyone on the home screen. No chat threads or “where is Maria?” calls.



Movements, not one field

Accrual, carry-over, expiry — every day has a history. Arguments like “but I was promised” are over.



Analytics that diagnoses

Whose days will expire, who hasn't taken a vacation all year, where requests are stuck — by name and ahead of time.



No implementation project

Set up on your own in a day. No consultants, sales calls or training sessions.



Data never disappears

HR records are never deleted. Even without payment the cabinet switches to read-only instead of being blocked.



Offices in different countries

Each office has its own country and its own public holidays. A company-wide day off applies to everyone at once.

What employees get

A tool that is forced on people gets sabotaged. A tool that is convenient gets defended.



Balance always visible

How many days you have, how many are pending, how many will expire — on the home screen, not in an email thread with HR.



A request in a minute, by phone

The interface is responsive: on a narrow screen the calendar switches to a weekly view by itself.



The reason stays private

Colleagues see that you're away, but not that it's sick leave — the type is masked, even its color.



Your own language and theme

Ukrainian or English, light or dark theme — each person chooses, not the company.



Half-days

“From noon” and “until noon” — like in real life. Half a day at the doctor's doesn't cost a full vacation day.



A built-in guide

14 “where to start” sections — separate for employees and administrators. Nobody needs training.

Approvals that don't depend on anyone's memory

- **A request queue for the manager.** The Requests tab is visible only to those who can decide — no clutter in the interface.
- **A request can't get stuck.** If the manager has no access or is away, the decision automatically moves up to an administrator.
- **Days are reserved instantly.** “+3 pending” shows on the balance from the moment of submission — no double spending.
- **Fair cancellation rules.** You can withdraw your own request; an approved one — until it starts. A manager can cancel any request.
- **Unambiguous statuses.** Pending · Approved · Rejected · Cancelled — and who made the decision.

NEW REQUEST

WHEN

12 – 16 October · from morning

TYPE

● Annual leave

COMMENT

Visiting my parents

That's 5 working days

14 of 24 will remain

Submit request

Absence types — your rules of the game

Seven types ready out of the box — in two languages:

● **Annual leave** deducts from balance · 24-day allowance

● **Sick leave** off-balance · only the manager sees the reason

● **Unpaid leave** off-balance

● **Family leave** off-balance

● **Business trip** counts as working — doesn't skew absence stats

● **Training** off-balance

● **Work from home** no approval needed · visible to the whole team



Your own type — in a minute

A name in English and Ukrainian, a color from the palette, whether it deducts from the balance, an annual allowance, whether manager approval is required, “absence or work”.

A type can be disabled — its history stays.

Honest statistics. Business trips and work from home are marked “person is working” — they don't inflate the absence rate in reports.

Settings your company manages itself



Offices and countries

Each office has a country — and therefore its own public holidays. An office can be closed while keeping its people and history.



Company holidays

A date or a whole range in one entry. A holiday without a country is a company-wide day off for everyone.



Day accrual

“All at once on 1 January” or “1/12 every month” — with a preview of what each person will get.



Year-end policy

Days expire, carry over in full, or carry over partially with a cap. Carried-over days can get their own expiry date.



Work week

A cabinet default plus an individual week per person: a six-day worker's Saturday counts, a four-day worker's Friday doesn't.



New hires — automatic

Someone who joins in July gets a prorated allowance automatically. Nothing to calculate by hand.

Set it up once — the cabinet runs itself: accrual works daily and automatically; departments and roles are managed by your administrator.

From sign-up to a working cabinet — one day



Your team — from Excel

An .xlsx or .csv file: email, name, position, department, office, manager, start date. Offices and departments are created from the file automatically; managers are matched by email. 200 people in one go.



The cabinet checks for you

A “review what was read” screen explains every problem row by name: “duplicate email”, “no such date exists”. The rest loads right away: “47 added, 3 to fix”.



Mid-year migration

Enter balances from your previous system with a cut-off date — history isn't reset and no day is counted twice. You can start even in June.



Invite everyone — one button

Everyone gets an email and activates their own account. Roles and access are already in place from the file. The people directory and invitations are included.

Not charts for charts' sake — answers to four questions

UNUSED DAYS

126 across 14 people

EXPIRES 31 DECEMBER

38 per your cabinet's policy

ABSENCE RATE

4.2% business trips excluded

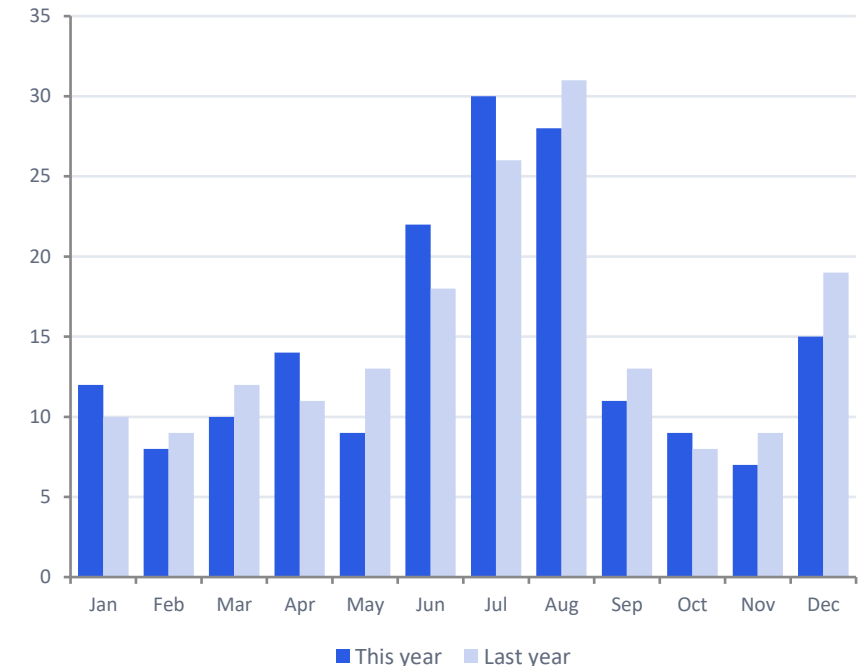
MEDIAN DECISION TIME

16 h from request to answer

NEEDS ATTENTION — BY NAME

- **Whose days will expire** — a list of conversations to have in October, not a December surprise
- **A year without a vacation** — who hasn't taken a single day off in 12 months — a burnout risk
- **Frequent short absences** — the Bradford factor highlights a pattern the eye can't see
- **Stuck requests** — grouped by manager, highlighted after three days of waiting

Absence days by month (example)



Plus: a 30-day load forecast, breakdowns by office and department, planned vs. unplanned absences.

Excel you'll actually enjoy opening

An export is a document for leadership, not a raw table dump.



Annual report — three sheets

“Summary” — the key numbers, with charts.

“People” — a row per person, 12 columns: allowance, taken, remaining, Bradford... With an auto-filter and a frozen header.

“How to read” — a glossary for every column.



A person's history

All absences by year with totals per type: from, to, days, status, who decided and when.

Real Excel dates, not text — sort and filter as you like.

The file follows the current on-screen filter.

Your data is yours. Reports are generated right in the cabinet, with no third-party services. Export is always available — even if you decide to leave.

HR data locked down by design



Database-level isolation

Access policies (RLS) are enabled on every table automatically. Different companies' cabinets physically cannot see each other.



Writes only via procedures

The browser can't "append" data directly: submissions, decisions and cancellations go only through controlled database functions.



Private reasons

The type, color and comment of sick leave are masked from colleagues. The full picture is visible only to the person, their manager and the administrator.



Infrastructure

The app runs on Cloudflare; data lives in PostgreSQL (Supabase). Security headers: HSTS, no embedding into other sites.



Nothing is ever deleted

Non-payment switches the cabinet to read-only — data stays in place, export keeps working. HR history never disappears.



Roles and access

Owner, administrator, employee — plus manager rights from the org structure. Individual sections can be opened or closed per person.

One number — no pricing grids, no sales call

€4.50 per person on the team · per month

- The cabinet, people directory and org structure are included
- A seat is a person on your team — with or without an account
- Someone leaves — the seat is freed from the next invoice
- Billing minimum — 10 seats (€45/mo)
- Monthly billing — no annual contracts or commitments

People on the team	Per person/mo
1 – 49	€4.50
50 – 99	€4.20
100 – 199	€3.90

from 200 — €3.60 · from 500 — €3.30 · from 1,000 — €3.00

12 people
€54/mo

50 people
€210/mo

120 people
€468/mo

Start with what you need now. No separate fees for implementation, training or updates — everything is already included in the subscription.

TRY IT RISK-FREE

14 days. No card. Your data stays yours forever.

Day 0

Sign up without a card. Full access right away — you can import your team from Excel the same day.

Days 1–14

Use everything. A bar with the price and seat counter on every screen — the invoice won't be a surprise.

Day 10

The invoice goes to a separate billing address: the person who sets things up and the person who pays are different people.

Days 15–21

A grace week: everything keeps working, even if payment is “stuck in approval”.

From day 22

Read-only — data stays in place, export stays available. We never delete HR data.

Start today

rankform.nl

Sign up → a 5-step wizard → a working cabinet.

Questions? We'll answer personally.