



See how this customer is using LeaveMaster in their business.

**Company:**

The Revival Company

Location:

Oxford, United Kingdom

No of Employees:

50-100

Industry:

Fire and flood restoration industry

The Revival Company

The Revival Company reduces holiday admin and tackles absenteeism using LeaveMaster

The Revival Company wanted to speed up its holiday booking process and keep more accurate records of leave and absence at its Head Office in Oxford. It implemented LeaveMaster and Head Office staff are now making and processing leave requests using a fast, efficient online system and spending substantially less time on holiday administration. The Revival Company's managers have also been given a powerful tool for tackling absenteeism.

The Revival Company specialises in restoring all aspects of properties that have been affected by fire and flood. Working closely with both insurance companies and the insured, its specialist restorers provide a complete service that includes the cleaning and drying of affected buildings, as well as the restoration of contents such as carpets, curtains, clothes, books, furniture and antiques, wherever possible using environmentally-friendly cleaning products.

At its Head Office and local branch in Oxford, the company was using a manual system to manage leave requests and record holidays. Staff had to fill out a holiday request form to book annual leave, and, if authorised, staff holidays were then manually recorded on an Excel spreadsheet.

However, under this manual system, it was taking staff at the company's Oxford office too long to make and process holiday requests. Holiday paperwork was also often mislaid, leading to confusion over how much of their annual leave entitlement employees had taken and how much they had remaining. Staff would sometimes also make incorrect calculations on their holiday forms, which would then have to be corrected by a line manager.

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Speeding up holiday booking

Wanting to speed up the holiday booking process at its Oxford office and keep more accurate records of staff leave and absence, The Revival Company decided to implement LeaveMaster, Systems Valley's powerful, web-based leave management application.

“We decided to implement an online leave and absence management system so that we could keep an accurate record of holidays and sick leave and save time processing leave requests,” Jim Herrington, Director of Operations at The Revival Company (UK) Ltd explains. “We saw LeaveMaster and felt that it offered exactly what we were looking for.”



Eliminating paperwork

Employees at The Revival Company's Oxford office now plan and book their holidays quickly and easily using an automated, online system, while line managers are able to approve holidays at the click of a button and view leave calendars that give an at-a-glance overview of all upcoming staff leave: allowing them to make informed decisions before granting leave requests. And since LeaveMaster is completely paper-free, mislaid holiday paperwork has ceased to be an issue.

“ We are all now spending significantly less time on holiday administration. ”

“The staff have found the system very easy to use,” Jim Herrington comments. “They needed very little training as LeaveMaster is so user friendly and we are all now spending significantly less time on holiday administration. Employees are saving time as they no longer have to manually fill in holiday request forms and we are saving paper. It is also useful being able to cross-reference who is going to be away at the same time.”

Deterring absenteeism

The Revival Company's management team are also using LeaveMaster to keep accurate, irrefutable records of staff sick leave, which has enabled them to tackle the potential problem of staff absenteeism.

“Prior to implementing LeaveMaster, we had noted that, in the last year, the amount of sick leave taken by some employees was considered to be above average,” Jim Herrington notes. “So by letting employees know about the LeaveMaster system and how we are using it, we hope to minimise the amount of unwarranted sick leave taken by staff. Employees are aware that we are now closely monitoring attendance and absenteeism and we feel that this, in itself, will act as a deterrent to absence.”

About The Revival Company

The Revival Company has been at the forefront of the fire and flood restoration industry for more than 25 years, growing from a family business into a nationwide enterprise that has 16 branches and works with some of the world's leading insurers to handle their customers' claims. You can find out more at: www.revivalco.co.uk.

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About Systems Valley

A Microsoft Gold Certified partner, Systems Valley helps businesses work more efficiently, productively and profitably by providing them with leading-edge Microsoft technology solutions and services. You can find out more at: www.systemsvalley.com.

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