



BUYER'S GUIDE · 2026 EDITION

Leave management software: the buyer's checklist

Seven steps to evaluate, justify and roll out a leave tracker

How to use this checklist

Print it, bring it to every demo and trial, and tick each question once a vendor has answered it convincingly. Score your shortlist on the scorecard at the end. The online version, with explanations and live pricing, is at the address below.

The guide in 60 seconds

- Leave software earns its keep on three things: accurate balances, fast approvals and one shared view of who's off. Judge every tool on those first.
- Your employees decide whether a tool succeeds. If booking leave takes more than a few seconds on a phone, people go back to messages and the spreadsheet survives.
- Country rules are where cheap tools break: statutory minimums, half days, carry-over, regional holidays, and local balances like ROL in Italy, RTT in France or convenio days in Spain.
- Compare the total cost over three years, not the headline price: minimum seats, paid modules, setup fees and the hours your team spends on admin all count.
- A good tool goes live the same day. Run a real trial with your own people and your own leave year before you sign anything.

<https://www.bueggiohr.eu/leave-management-software-buyers-guide> · Updated October 28, 2026

STEP 1 OF 7

Map how you track leave today

Before comparing tools, write down what the current system costs you. Count the hours spent answering "how many days do I have left?", fixing formula errors and chasing approvals in chat, and list the incidents of the last year: two people off on the same critical week, a balance dispute, a sick day nobody recorded.

- ☐ Who keeps the leave records today, and how many hours a month does it take?
- ☐ How do people ask for time off: email, chat, paper, a shared calendar?
- ☐ How often have balances been wrong or disputed in the last twelve months?
- ☐ Can a manager see who else is off before saying yes?
- ☐ What happens to the records when the person who owns the spreadsheet is away?

How Bueggio HR answers

Bueggio HR replaces the spreadsheet, the email thread and the shared calendar with one flow: request, approve, wall chart. Balances are calculated, never typed, and every request keeps an audit timeline of who did what and when.

Notes

STEP 2 OF 7

List your must-haves (and your won't-needs)

Most teams overbuy. Separate the features you will use every week from the ones that only look good in a demo. For leave tracking, the must-haves are short and very concrete.

- ☐ Can we model our leave types (holiday, sickness, remote work, unpaid) with their own colors and rules?
- ☐ Are allowances pro-rated for people who join mid-year, and is carry-over handled with an expiry date?
- ☐ Can people book half days and part-timers have their own working week?
- ☐ Does a leave type require an attachment, like a medical certificate, when we want one?
- ☐ Can we cap how many people from one team are away on the same day, or lock critical dates?

How Bueggio HR answers

All of the above is in the single plan: custom leave types with emojis and colors, pro-rata, carry-over with expiry, half days, personal working weeks, required attachments, department absence caps and date locks. What it deliberately does not do: payroll, timesheets, shift planning or performance reviews.

Notes

STEP 3 OF 7

Check the country rules and public holidays

Leave law is national, sometimes regional, and often set by collective agreements. A tool that only knows "25 days a year" will push the hard cases back to a spreadsheet. Check the rules for every country you employ people in.

- ☐ Are national and regional public holidays built in for each of our countries?
- ☐ Can each person follow their own country's holidays inside one account?
- ☐ Does the tool count working days correctly, excluding weekends and holidays?
- ☐ Does it handle local balances (ROL and ex-festività in Italy, RTT and jours ouvrables in France, convenio days in Spain)?
- ☐ Are the statutory minimums respected out of the box (5.6 weeks in the UK, 4 weeks in Italy, 30 days in France and Spain)?

How Bueggio HR answers

Public holidays for 45+ countries are built in, with regional calendars and company closure days, and each person can have their own holiday country. Italy, France and Spain get the deepest rules: ROL and ex-festività hour balances, jours ouvrables or ouvrés with RTT and fractionnement, convenio extras and libre disposición days.

Notes

STEP 4 OF 7

Check the integrations with the tools you already use

The best leave tool is the one nobody has to open. Requests and approvals should happen where your team already works, and absences should land in the calendars people actually look at.

- ☐ Can approvers decide from email, Slack or Microsoft Teams without logging in?
- ☐ Do approved absences appear in Google Calendar or Outlook automatically?
- ☐ Can people sign in with Google or Microsoft?
- ☐ Can we send the monthly absences to payroll as a file?
- ☐ Is there a documented API and webhooks for anything custom?

How Bueggio HR answers

Slack (book, approve, daily who's-off summaries, automatic out-of-office status), Microsoft Teams cards with one-click approvals, Google Calendar and Outlook sync, iCal feeds, Google and Microsoft sign-in, a monthly payroll export (CSV or PDF), a REST API with webhooks and an MCP server for AI assistants like Claude.

Notes

STEP 5 OF 7

Review security and GDPR with IT

Leave records are personal data, and sick leave can reveal health information. Your IT lead or DPO will ask where the data lives, who can see it and how you get it out. Ask those questions before the trial, not after the contract.

- ☐ Where is the data hosted, and does it ever leave the EU?
- ☐ Is there a Data Processing Agreement and a public list of subprocessors?
- ☐ Is two-factor authentication available, and can we enforce it for everyone?
- ☐ Can we export all our data and erase one person's data on request?
- ☐ Can we restrict who sees whose absences?

How Bueggio HR answers

Hosted in Frankfurt, EU, with encryption in transit and at rest. A DPA with every customer and a public subprocessor list. Two-factor authentication you can enforce company-wide, a sign-in log, wall-chart visibility rules, and built-in GDPR tools: full JSON export and one-click anonymizing erasure. Medical certificates are treated as special-category data.

Notes

STEP 6 OF 7

Price it over three years

Headline prices hide the real bill. Ask for the total for your headcount, including the minimum number of seats, the modules you need, setup or onboarding fees and the price rise after the first year. Then add the admin time you will save or keep spending.

- ☐ What is the total monthly price for our headcount, minimum seats included?
- ☐ Is leave tracking included, or is it a paid module on top of a base plan?
- ☐ Are there setup fees, paid onboarding or paid integrations?
- ☐ Do we pay for people who have left or been deactivated?
- ☐ How do we cancel, and with how much notice?

How Bueggio HR answers

One plan with everything included: €1.30 per user per month, or €1.105 with yearly billing. No minimum seats, no setup fees, no paid add-ons, and only active users are billed. A 10-person team pays €13 a month. You can cancel by email at least 14 days before the renewal date, with no exit fees.

Notes

STEP 7 OF 7

Run a real trial, then roll out

Demos show the happy path. A trial with your own people, your own leave year and one tricky case (a part-timer, someone in another country, a balance carried over) tells you more in a week than any sales call.

- ☐ Can we trial every feature without a credit card?
- ☐ How do we bring in our people: one by one, CSV import, or a migration from our current tool?
- ☐ Can we load opening balances so nobody loses a day when we switch?
- ☐ How long until employees are booking?
- ☐ Who helps us if we get stuck, and in which languages?

How Bueggio HR answers

A free one-month trial with every feature and no credit card. Invite people by email or CSV, set opening balances with allowance adjustments, or use the built-in Timetastic migration wizard. Most teams are booking the same day. Human support in English, Italian, French and Spanish.

Notes

TYPICAL ROLLOUT

From decision to first booking

Starting fresh

Live the same day

1. 5 minutes

Create the company

Company name and country: leave types and public holidays are pre-filled.

2. 30 minutes

Adjust allowances and approvers

Set the yearly allowance, departments and who approves what.

3. Same day

Invite the team

By email or CSV. People book from their phone straight away.

Switching from another tool

Live within a week

1. Days 1 to 3

Trial with a pilot team

Recreate your leave types and test the tricky cases with real people.

2. Day 3

Bring in people and balances

CSV import plus opening balances, or the Timetastic migration wizard.

3. Day 4

Connect your tools

Slack or Teams, calendar sync, Google or Microsoft sign-in.

4. Days 5 to 7

Announce and switch off the old system

Everyone books in Bueggio HR; keep the old file read-only for reference.

Timings are typical for teams of 5 to 100 people and depend on how many leave rules you need to recreate.

SCORECARD

Score every shortlisted tool the same way

Rate each tool from 0 to 5, multiply by the weight, add up and divide by 5: the result is a score out of 100.

Criterion	Weight	Tool 1	Tool 2	Tool 3
Ease of use for employees Can someone book leave from a phone in under 30 seconds, without training?	20			
Allowances and country rules Are balances, half days, carry-over and your countries' rules right without workarounds?	20			
Approvals and visibility Can managers approve in one click and see conflicts first?	15			
Security and GDPR EU hosting, DPA, 2FA, export and erasure?	15			
Integrations Does it work inside the tools you already use?	10			
Total cost over three years All seats, modules and fees included?	10			
Setup and migration Can you go live in days, with your balances intact?	10			
Weighted score	100			

Ready for step 7?

Bueggio HR: request, approve, wall chart. €1.30 per user per month, everything included, EU-hosted. Free for one month, no credit card.

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