

We use Google Sheet called “SDC Vacation Calendar” that has a simple structure:

	A	B	C	AD	AE	AF	AG
1				2021 Calendar			
2	Open a Request			SDC Team Members			
3	M	D	WD	Misty Patton	John Doe	Emilio Hicks	Meghan Francis
217	October	26	Tue				
218	October	27	Wed	Off			
219	October	28	Thu	Off			
220	October	29	Fri	Off			
221	November	01	Mon				
222	November	02	Tue				
223	November	03	Wed				
224	November	04	Thu				
225	November	05	Fri				
226	November	08	Mon				
227	November	09	Tue				
228	November	10	Wed				Off
229	November	11	Thu				
230	November	12	Fri			Off	
231	November	15	Mon			Off	
232	November	16	Tue			Off	
233	November	17	Wed			Off	
234	November	18	Thu			Off	
235	November	19	Fri			Off	
236	November	22	Mon				
237	November	23	Tue				
238	November	24	Wed				
239	November	25	Thu				
240	November	26	Fri				
241	November	29	Mon		Off		
242	November	30	Tue				
243	December	01	Wed				
244	December	02	Thu				
245	December	03	Fri				
246	December	06	Mon				
247	December	07	Tue				

1. The system shows the Month, Day, and the Week Day of each month in a year. Each month has its own random color for better navigation;
2. Each column holds the name of a company member;
3. The “Off” indicates that the person is not available on a given day. The system does not specify if that’s a vacation or day-off;
4. The system automatically scrolls the user who opened the sheet to today’s date (center of the viewport) and marks the day red for better navigation;
5. When the user clicks on “Open a Request” the system opens the Google form where user inputs the data for their off request.

Google Form – New request:

Request Type *

Annual Vacation ▾

Date From *

Date

11/12/2021 🗓

Date To (included) *

Date

11/19/2021 🗓

Submit

Clear form

Request type: Could be “Annual Vacation” or “Day-off”.
We have 8 paid day-offs and 20 working day vacations.

Date From: Self-explanatory;

Date To: Self-explanatory;

Once the request has been submitted, our HR team receives an email:



noreply@sdc.am

to anna.p ▾



Dear HR specialist,

You have a new Annual Vacation request to approve ! Please review it [here](#).

Best Regards,
SDC Vacation Manager

↩ Reply

↩↩ Reply all

➦ Forward

Then HR team member opens the vacation manager admin panel, which is also in Google Sheet:

	A	B	C	D	E	H	I	L	M	O
1	Timestamp	Request Initiator	Request Type	Date From	Date To (included)	Number of requested off days	Number of confirmed vacations/day-offs this year	Status		
39	10/14/2021 10:05:23	Misty Patton	Annual Vacation	10/27/2021	10/29/2021	3	5	Approved		
40	10/28/2021 10:19:29	Meghan Francis	Day-off	11/10/2021	11/10/2021	1	4	Approved		
41	11/1/2021 11:37:55	John Doe	Day-off	11/29/2021	11/29/2021	1	0	Approved		
42	11/2/2021 16:07:12	Emilio Hicks	Annual Vacation	11/12/2021	11/19/2021	6	14	Approved		
43										

From the dropdown, in the Status column, the HR team member should decide whether they approve or reject the request.

To decide, they contact the person’s direct manager to check if the team member is aware of the colleague’s leave. In case of annual vacation, they also contact the legal department to validate legal aspects and proceed with the paperwork. The “H” and “I” columns serve as additional metadata, so the HR team could address specific questions to legal department per need.

Once the HR team has reviewed the request and, say, approved it, the colleague who has requested the vacation/day-off gets a confirmation email:

Your Annual Vacation request has been approved! Inbox x



noreply@sdc.am
to me ▾

Good News!

Dear Emilio Hicks,

Your Annual Vacation request has been approved!

From To
12/Nov/2021 - 19/Nov/2021

Best Regards,
SDC Vacation Manager

↩ Reply ↪ Forward