

Tab 1

Managing Subscriptions

The **Leave Dates** platform offers flexible subscription options that allow you to upgrade easily once you have explored the system through the free trial. This guide explains the available subscription plans, billing options, and the step-by-step process for subscribing.

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Free Trial

When you first start using Leave Dates, you automatically receive a **30-day free trial**.

Activate the Free Trial by clicking on the button '**TRY FOR FREE**' - then complete the simple form to create your account. No credit card details or payment information are required to sign up for the free trial.

Putting the *whoop* into 'out of office'

Go on, bin those clunky manual processes, throw out those ugly spreadsheets and dance your way effortlessly through holiday admin with Leave Dates.

The super simple annual leave planner.

TRY FOR FREE

WATCH OUR VIDEO (1 MIN)

✓ No credit card needed

During the free trial, you can explore the platform with virtually no restrictions. Invite unlimited users, access the available features, and switch between subscription tiers at any time, giving you the flexibility to fully evaluate the platform before committing to a paid subscription.

If you decide that Leave Dates fits your organisation's needs, you can [upgrade your account](#) to a paid monthly or annual subscription at any time during or after the trial.

Subscription Plans

Leave Dates offers **three subscription plans** designed to support different organisational needs. You can have any number of users on each plan, so it's about deciding which option is the best fit for managing your staff leave. You can also [switch your plan](#) later if your needs change:

Starter

The **Starter plan** includes essential leave management features suitable for small teams or organisations. It provides core functionality such as leave request submission and approval workflows, employee leave balances, and basic reporting tools to help teams manage time off efficiently. This plan is ideal for organisations looking for a simple and easy-to-manage leave management solution without advanced configuration requirements.

Essential

The Essential plan includes all Starter features plus additional functionality to support growing teams and more structured leave management. It includes Time Off In Lieu (TOIL) tracking, and additional integrations such as Slack notifications and calendar synchronisation. This plan is well suited for organisations that require improved collaboration, greater visibility, and streamlined leave administration across departments.

Plus

The Plus plan provides the most advanced feature set, including additional configuration, advanced integrations, and administrative tools designed for organisations that require greater flexibility and control. It includes features such as advanced policy configuration, API access, and webhooks to support custom integrations and automated workflows. This plan is ideal for organisations that need a highly configurable solution with seamless integration into existing systems and more advanced workforce management capabilities.

All plans

Yearly billing (save 25%) ☐ Monthly billing ☒ Currency: GBP ▾

Starter	Essential Most popular	Plus
£1 per user per month	£2 per user per month	£2.50 per user per month
↑ Upgrade Switch trial to Starter	↑ Upgrade Switch trial to Essential	↑ Upgrade
✓ employees ✓ allowances ✓ carryover ✓ wall chart ✓ year chart ✓ approvers ✓ mobile apps ✓ departments ✓ leave types ✓ bank holidays ✓ schedules ✓ reports ✓ bulk uploads ✓ email summary reports ✓ allowance units ✓ pro rata allowances ✓ attachments ✓ comment on requests	All Starter features, plus: ✓ slack integration ✓ company calendar ✓ calendar synchronization ✓ toil ✓ limits ✓ overlaps ✓ handover ✓ multi person requests ✓ archive employment ✓ leave request notice period ✓ policy company scope	All Essential features, plus: ✓ align leave year ✓ webhooks ✓ api ✓ unlimited allowance ✓ zapier integration ✓ sso ✓ bulk employment invitations ✓ leave request notice period ✓ policy leave type scope

Billing Options

All subscription plans are charged according to how many users you want to have access to Leave Dates (you can change this number at any time). You then have a choice between monthly or annual billing:

Monthly Billing

- Pay for your subscription each month.
- Ideal for organisations that prefer flexible payments.

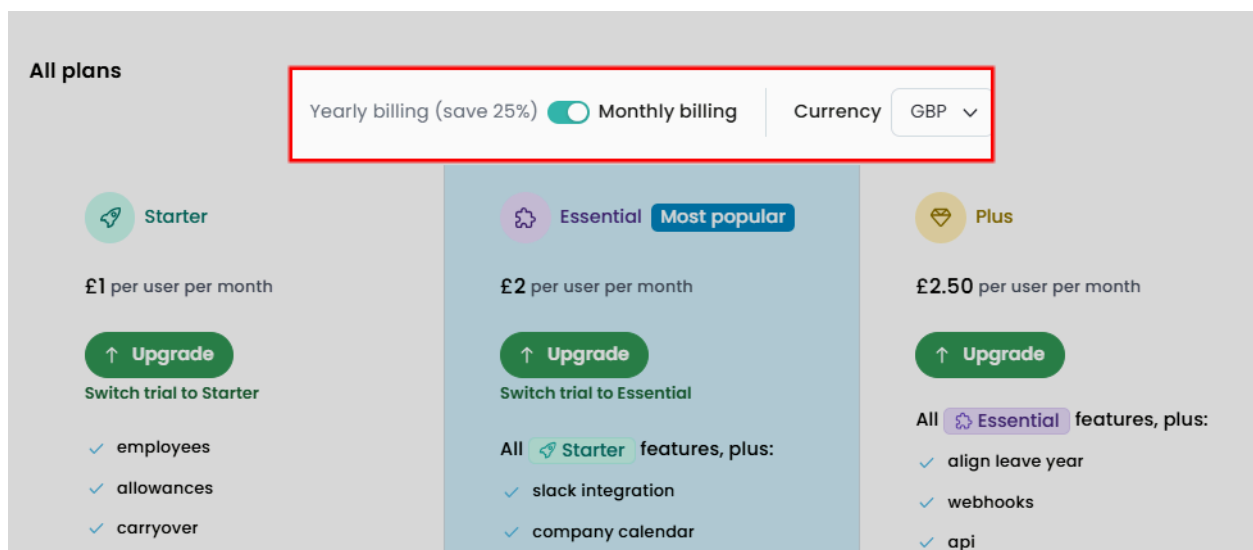
Yearly Billing

- Pay once per year.
- **Includes a 25% discount** compared to monthly billing.

On the subscription page, you can use the **billing toggle button** to switch between:

- **Monthly billing**
- **Yearly billing (25% discount)**

This allows you to immediately see how the pricing changes based on the billing cycle you select.



Both the monthly and annual subscription plans can be [amended](#) or [cancelled](#) at any time.

How to Upgrade from the Trial Version

To move from the trial version to a paid subscription, follow these steps:

Open Billing Settings

1. Navigate to **Settings**.
2. Click **Upgrade**.
3. This will take you to the **Billing page**, where all subscription plans are displayed.

Leave Dates Summary Wall Chart My Year Reports **Settings** Paoli Inc. v ? A

USER SETTINGS

- Profile
- Preferences
- Calendar sync
- My companies

COMPANY SETTINGS

- Company
- Departments
- Allowances
- Overtime
- Policies
- Leave types
- Holidays
- Employees
- Calendars
- Limits
- Integrations
- Bulk import
- Upgrade**

Billing
Manage subscription, billing and payment details, including invoice history.

Current subscription

Free trial - 7 days left
Your free trial will end on Saturday 30 May 2026.
To continue using your account, please upgrade to a paid plan before your trial expires. Your account access will be suspended if you don't upgrade.

Plan: Plus Trial

All plans
Yearly billing (save 25%) Monthly billing Currency GBP

Starter	Essential	Plus
£1 per user per month	£2 per user per month	£2.50 per user per month
Upgrade	Upgrade	Upgrade
Switch trial to Starter	Switch trial to Essential	
- employees - allowances - carryover - wall chart	- slack integration - company calendar	- align leave year - webhooks - api

Choose a Plan

1. If you wish to stay on the plan you've had under your free trial, then click **I'm ready, switch to paid** in the top box. If you're not sure, you can review the available plans (**Starter, Essential, or Plus**) and their different features in the section below.
2. Use the toggle button to switch between monthly and annual pricing; then select the plan that best fits your needs.
3. Click the **Upgrade** button. You will now be redirected to the **Checkout Page**.

Understanding the Checkout Page

The checkout page is divided into two main sections:

The checkout page is divided into two main sections: the left side for the order summary and the right side for payment and contact information.

Left Side: Order Summary

- Back arrow, Leave Dates logo, TEST MODE button
- Subscribe to Plus
- £12.50 per month
- Plus plan details: Qty 5, Billed monthly, £12.50 total, £2.50 each
- Toggle for annual billing: Save £38 with annual billing, £9.38/month
- Subtotal: £12.50
- Add promotion code button
- Tax: Enter address to calculate
- Total due today: £12.50

Right Side: Payment and Contact Information

- amazon pay button
- OR separator
- Contact information section:
 - Contact details: email@example.com
 - Phone: 07400 123456
- Payment method section:
 - Card (VISA, Mastercard, American Express, Discover)
 - Bacs Direct Debit
 - PayPal
 - Revolut Pay
- Save my information for faster checkout checkbox and text: Pay securely at Leave Dates and everywhere Link is accepted.
- Pay and subscribe button
- Terms and conditions: By subscribing, you authorize Leave Dates to charge you according to the terms until you cancel. By placing your order, you agree to our Terms of Service and Privacy Policy.
- Footer: Powered by stripe | Legal | Contact

Left Side: Order Summary

Here you will see:

- Selected subscription plan
- Quantity of users
- Price per user

- Confirmation of monthly or annual billing (and the price difference), along with a toggle button to switch between the two options
- Subtotal
- Taxes (if applicable)
- **Total amount due today**

. If you're a charity and have been provided with a discount code, enter it into the **Add promotion code** box to receive your discount.

Right Side: Customer and Payment Details

This section contains the information required to complete your purchase.

Contact Information

You will be asked to provide:

- **Email address**
- **Phone number**

These details are used for billing communication and account management.

Payment Methods

Leave Dates supports a wide range of payment methods through Stripe, allowing you to choose the option that works best for you. The payment methods available at checkout may vary depending on your country, currency, and Stripe's regional support. Please note that Buy Now, Pay Later payment methods (such as Klarna, Afterpay, and similar services) are not supported for Leave Dates purchases. Additionally, some alternative payment methods available through Stripe, such as certain bank redirect options, can only be used for one-time payments like settling an overdue invoice so won't be available when starting or renewing a subscription.

Simply select one of the available payment methods at checkout and follow the on-screen instructions to complete your payment.

We also support bank transfer payments in GBP, USD or EUR for annual subscriptions of over 20 employees; however, if you would like to use this option, please [contact our team](#) to arrange payment.

Completing the Subscription

After selecting your payment method and filling in the required details:

1. You can choose to save your **contact and payment information** to speed up future purchases. Your details are stored securely by Stripe, not by Leave Dates.
2. Review your order summary.
3. Click **Pay and Subscribe** to complete the process.

Subscribe to Plus

£12.50 per month

Plus

Qty 5 Billed monthly

£12.50 £2.50 each

☐ Save £38 with annual billing £9.38/month

Subtotal

£12.50

Add promotion code

Tax ⓘ Enter address to calculate

Total due today

£12.50

OR

Contact information

Contact details

email@example.com

07400 123456 ⓘ

Payment method

☐ Card

☐ Bacs Direct Debit

☐ PayPal

☒ Revolut Pay

Name

Billing address

United Kingdom ▼

Address

Enter address manually

After submission, you will be redirected to securely complete next steps.

Pay and subscribe

By subscribing, you authorize Leave Dates to charge you according to the terms until you cancel.

By placing your order, you agree to our [Terms of Service](#) and [Privacy Policy](#).

Once your payment has been successfully processed, your subscription will be activated and you can continue using Leave Dates with your selected plan. While most payment methods are processed instantly, certain methods, such as BACS Direct Debit, can take a few business days to clear.

Amending or Cancelling your Subscription

All subscription plans can be [amended](#) or [cancelled](#) at any time.

Note for Niels before publishing up this article:

This article replaces the previous article on upgrading - <https://help.leavedates.com/article/84-upgrading-to-a-premium-subscription-plan> - so any links to KB-84 in other articles need to be replaced with this new article link (not sure if Helpscout does this automatically or not!)