Standard Operating Procedure (SOP)

Leave Application Submission Process

This SOP details the **leave application submission process**, encompassing the steps for employees to formally request leave, required documentation, approval workflows, and timelines for submission. It ensures a standardized procedure for managing leave requests efficiently, maintaining accurate records, and minimizing disruption to organizational operations. The process promotes clear communication between employees and management regarding leave entitlements, approvals, and scheduling.

1. Purpose

To provide a structured approach for requesting, documenting, and approving employee leave while ensuring compliance with organizational policies.

2. Scope

This SOP applies to all employees requesting any type of paid or unpaid leave and to managers responsible for reviewing and approving such requests.

3. Definitions

- **Leave Application:** A formal request by an employee to be absent from work for a specified period.
- **Approving Manager:** Supervisor or manager responsible for reviewing and acting upon leave requests.
- **HR Department:** Responsible for recordkeeping and policy compliance.

4. Leave Application Procedure

1. **Initiation of Leave Request:**
   - Employee determines need for leave and reviews available leave balance.
   - Employee completes the official Leave Application Form, available here (physical/digital as applicable).
2. **Submission of Leave Application:**
   - Submit completed form to direct supervisor/manager at least **[minimum notice period, e.g., 5 working days]** before intended leave start date (except in emergencies).
   - Attach supporting documentation as required (medical certificate, travel documents, etc.).
3. **Manager Review & Approval Workflow:**
   - Manager reviews leave request for eligibility, workload impact, and documentation.
   - Approves or rejects request within **[2 working days]** of receipt.
   - Returns form to employee (if rejected, provide reason).
4. **HR Processing:**
   - Approved leave applications forwarded to HR for record updating and payroll processing.
   - HR issues official confirmation to employee and updates central records.
5. **Employee Handover:**
   - Employee completes any required handover of responsibilities before commencement of leave.

5. Documentation Required

- Completed Leave Application Form
- Supporting documents (as applicable: medical certificate for sick leave, travel bookings, etc.)

6. Timelines

Action	Responsible	Timeline
Leave application submission	Employee	Minimum [5] working days before intended leave start, unless emergency
Approval or rejection of leave	Manager	Within [2] working days

HR processing & confirmation	HR Department	Within [1] working day after receipt

7. Recordkeeping

- HR retains all approved and rejected leave applications for a minimum of [3] years.
- Records maintained in a secure central repository (digital/physical as per policy).

8. Communication

- Employees receive written/electronic confirmation of approved or denied leave applications.
- Managers coordinate with teams to ensure minimal disruption to operations during employee absence.

9. Responsibilities

- **Employee:** Accurate and timely submission of leave requests and supporting documentation.
- **Manager:** Prompt review, approval/denial, and handover facilitation.
- **HR Department:** Record maintenance, policy compliance, and official communication.

10. Review & Update

This SOP shall be reviewed annually and updated as required to reflect policy, legal, or procedural changes.

HR processing & confirmation	HR Department	Within [1] working day after receipt