

Standard Operating Procedure (SOP)

Record Maintenance for Attendance and Leave

This SOP details the process for **record maintenance for attendance and leave**, including accurate tracking of employee attendance, documentation of leave requests and approvals, timely updates to attendance records, compliance with organizational policies, and secure storage of records. The aim is to ensure transparent and efficient management of attendance and leave data to support payroll, performance evaluation, and regulatory compliance.

1. Purpose

To establish a standardized procedure for maintaining and managing employee attendance and leave records, ensuring accuracy, transparency, and compliance with organizational and regulatory requirements.

2. Scope

This SOP applies to all employees and departments responsible for recording, approving, managing, and storing attendance and leave records.

3. Responsibilities

- **Employees:** Accurately report attendance and submit leave requests as per policy.
- **Supervisors/Managers:** Review and approve leave requests, verify attendance records.
- **HR/Admin:** Maintain, update, and securely store attendance and leave records; generate reports as needed.

4. Procedure

- Attendance Tracking**
 - Employees must clock in/out using the designated attendance system (biometric, manual register, or digital platform).
 - Supervisors verify daily attendance and report discrepancies to HR/Admin within 24 hours.
 - HR/Admin updates and maintains the master attendance record on a daily basis.
- Leave Request Submission**
 - Employees submit leave requests in advance via the official leave management system or prescribed form.
 - Emergency leaves must be reported within 1 working day of absence.
- Leave Approval Process**
 - Supervisors/managers review leave requests and approve/deny based on policy and staffing requirements.
 - Approved/denied status must be communicated to HR/Admin and the concerned employee.
- Record Updates**
 - HR/Admin updates attendance and leave records immediately upon approval/denial.
 - Corrections to any record entry must be documented with justification and authorization.
- Record Storage and Security**
 - All records must be stored securely (password-protected digital files or locked file cabinets for manual records).
 - Access to records is restricted to authorized personnel only.
 - Records should be retained for the period specified by organizational and regulatory guidelines (typically 3-7 years).
- Reporting and Compliance**
 - Periodic audits of attendance and leave records will be conducted to ensure compliance.
 - Discrepancies must be investigated and resolved promptly.
 - Reports shall be generated monthly/quarterly as required for payroll processing and management review.

5. Documentation

Document	Responsibility	Retention Period
Attendance Register/System Log	HR/Admin	3-7 years
Leave Application/Request Forms	Employee/HR/Admin	3-7 years

Approval/Denial Notifications	Supervisor/Manager/HR/Admin	3â€“7 years
Audit and Compliance Reports	HR/Admin	As per policy

6. Compliance

- All procedures must comply with relevant labor laws, data protection, and organizational policies.
- Non-compliance may result in disciplinary action.

7. Review and Revision

- This SOP will be reviewed annually or as required by policy changes.
- All revisions will be documented and communicated to stakeholders.