SOP: Leave Approval and Rejection Workflow

This SOP defines the **leave approval and rejection workflow**, detailing the step-by-step process for submitting, reviewing, and responding to leave requests. It includes submission guidelines for employees, criteria for managers to evaluate leave applications, communication protocols for approvals or rejections, and record-keeping practices to ensure transparency and compliance with company policies. The objective is to streamline leave management, promote fair and consistent decision-making, and maintain adequate staffing levels.

1. Scope

This SOP applies to all employees and managers involved in the leave management process.

2. Definitions

- **Leave Request**: A formal application submitted by an employee seeking approval for time off.
- **Manager**: The person responsible for reviewing and making decisions on leave requests.
- **HR**: Human Resources department, responsible for maintaining leave records and ensuring compliance.

3. Submission Guidelines (Employees)

1. Submit leave requests via the designated system or form at least **X days** in advance (specify as per policy).
2. Include leave dates, type of leave (e.g., annual, sick, unpaid), and a brief reason or supporting documentation if required.
3. Ensure all details are accurate and complete before submission.

4. Review Process (Managers)

1. Receive notification of the leave request through the designated platform/system.
2. Evaluate the request based on:
   - Eligibility and leave balance
   - Operational requirements and team coverage
   - Previous leave records and patterns
   - Supporting documents for specific leave types
3. Consult with HR if necessary for complex cases.

5. Decision & Communication Protocol

1. **Approval:**
   - Update request status to â€œApprovedâ€ in the system.
   - Notify the employee via email or system notification.
   - Inform HR for record-keeping.
2. **Rejection:**
   - Update request status to â€œRejected.â€
   - Communicate the decision to the employee, stating clear reasons for rejection.
   - Provide guidance on resubmission if applicable.
   - Inform HR for record update.

6. Record-Keeping

- All leave requests and their outcomes must be accurately documented in the HR system.
- Records must be retained following company policy and applicable regulations.
- Access to records is restricted to authorized personnel only.

7. Roles & Responsibilities

Role	Responsibility

Employee	Submit leave requests as per guidelines.
Manager	Review, approve/reject requests, and communicate decisions.
HR	Maintain leave records and oversee compliance.

8. Compliance & Review

- This SOP will be reviewed annually or as needed to ensure its effectiveness and compliance with policy changes.
- Non-compliance may result in disciplinary action.