

Standard Operating Procedure (SOP)

Leave Record Maintenance and Reporting

Purpose: Ensure transparency, accountability, and efficient handling of employee leave information to support workforce planning and organizational compliance.

This SOP details the process of **leave record maintenance and reporting**, including accurate documentation of employee leave, timely updates to leave balances, compliance with company policies and labor laws, regular review and verification of leave records, generation of leave reports for management, and secure storage of leave data.

Scope

This procedure applies to all employees and HR staff involved in the maintenance and reporting of leave records within the organization.

Responsibilities

- **Employees:** Submit leave applications accurately and timely.
- **Supervisors/Managers:** Approve or reject leave requests as per policy, notify HR.
- **HR Department:** Record, update, verify, report, and securely store leave data.

Procedure

1. **Leave Application:**
 - Employees submit leave requests via the designated system or leave form.
2. **Approval Process:**
 - Supervisors/managers review and approve/reject leave applications based on policy and business needs.
3. **Record Maintenance:**
 - HR records approved leaves in the employee leave management system.
 - Update employee leave balances accordingly and note leave type (e.g., annual, sick, special).
4. **Verification and Compliance:**
 - Regularly review and verify leave records for accuracy and compliance with **company policies** and **labor laws**.
5. **Reporting:**
 - Generate periodic and ad hoc leave reports (monthly, quarterly, annually) for management.
 - Highlight trends, discrepancies, and areas of concern as needed.
6. **Secure Data Storage:**
 - Ensure all leave records and reports are stored securely, either digitally (with restricted access) or in locked physical files.
7. **Retention and Disposal:**
 - Retain records for the duration stipulated by legal and company policy. Safely dispose of records past retention period.

Documentation and Records

Document	Responsibility	Retention Period	Storage
Leave Application Forms	Employee / HR	As per company policy	Digital system / Secure file
Leave Approval Records	HR	As per company policy	Digital system / Secure file
Leave Balance Reports	HR	As per company policy	Digital system / Secure file

Reference

- Company HR Policy Manual
- Local Labor Laws and Regulations
- Employee Handbook

Version Control

Version	Date	Description of Change	Approved By
1.0	2024-06-14	Initial release	HR Manager