

Standard Operating Procedure (SOP)

Leave Request Submission Process

This SOP describes the **leave request submission process**, outlining the steps employees must follow to formally request time off from work. It covers the types of leave available, how to complete the leave request form, submission deadlines, approval workflow, and communication protocols. The objective is to ensure a clear, efficient, and standardized procedure for managing leave requests, allowing for proper scheduling and minimal disruption to business operations.

1. Scope

This SOP applies to all employees requesting any type of leave, as well as to supervisors and HR personnel involved in managing leave requests.

2. Types of Leave

Type of Leave	Purpose	Examples
Annual Leave	Planned time off for vacation or personal reasons	Vacation, Personal Time
Sick Leave	Absence due to illness, injury, or medical appointments	Flu, Doctor's Visits
Emergency Leave	Unplanned absence due to sudden emergencies	Family emergency, Accidents
Other Leave	Other types (e.g., maternity/paternity, bereavement, jury duty)	Maternity, Jury duty

3. Leave Request Submission Procedure

- Determine Leave Type:**
 - Identify the appropriate type of leave required.
 - Consult the HR manual or department for clarification if needed.
- Complete the Leave Request Form:**
 - Obtain the form from the HR portal or office.
 - Accurately complete all required fields including dates, type of leave, and reason.
- Submission Deadlines:**
 - Annual/Planned Leave: Submit at least **2 weeks** in advance.
 - Sick/Emergency Leave: Notify supervisor and submit as soon as possible.
- Submit the Request:**
 - Submit the completed form via email or HR portal, or hand it to your supervisor as per company protocol.
- Approval Workflow:**
 - Supervisor reviews and approves or declines the request based on team workload and leave balance.
 - HR verifies entitlements, updates records, and notifies the employee of the decision.
- Communication Protocol:**
 - Employee is notified via email/HR portal regarding approval or denial.
 - If leave is approved, update your calendar and inform relevant colleagues as necessary.
 - If leave is denied, employee may resubmit with alternative dates or contact HR for clarification.

4. Responsibilities

- Employees:** Submit leave requests in accordance with this SOP; provide sufficient notice and documentation if required.
- Supervisors:** Review and respond to requests promptly; ensure adequate staffing is maintained.
- HR Department:** Maintain leave records, ensure policy compliance, and communicate outcomes to employees and supervisors.

5. Records Management

- All approved and declined leave request forms must be retained by HR for at least **two (2) years** or per company policy.

6. Related Documents

- Employee Handbook
- Leave Request Form (template/sample attached/linked)
- Company Leave Policy