

SOP: Procedures for Recording Absences

This SOP details the **procedures for recording absences**, including sick leave, vacation, and personal leave. It covers the process for employees to notify their supervisors, the documentation required for different types of leave, the method for updating attendance records, and the protocols for approval and tracking of leave balances. The goal is to ensure accurate attendance tracking, compliance with company policies, and effective workforce management.

1. Purpose

To provide clear, consistent procedures for reporting, recording, and tracking employee absences due to sick leave, vacation, or personal leave.

2. Scope

This SOP applies to all employees and supervisors. It covers all types of leave defined by company policy.

3. Responsibilities

- **Employees:** Notify supervisor and submit required documentation for absences.
- **Supervisors:** Approve/reject leave requests and ensure timely recording in attendance systems.
- **HR Department:** Oversee compliance and maintain leave records.

4. Procedures

4.1. Notification of Absence

1. Employee must notify their supervisor as soon as possible, preferably at least one (1) business day in advance for planned absences (vacation, personal leave).
2. For unplanned sick leave, notify supervisor within one (1) hour of scheduled start time.
3. Notification methods: email, phone, or company-approved absence management system.

4.2. Documentation Required

Type of Leave	Documentation Required
Sick Leave	Doctor's note if absence is 3+ consecutive days, or as otherwise required by company policy.
Vacation	Completed leave request form submitted at least two weeks in advance.
Personal Leave	Completed leave request form with reason, submitted in advance.

4.3. Recording Absences

1. Supervisor or designated staff records approved absences in the company's attendance or HRIS system within one (1) business day of approval.
2. Employee is notified of approval/denial and updated leave balances.

4.4. Tracking and Approval

1. Supervisors review submitted forms and documentation, confirm eligibility, and approve/deny requests within two (2) business days.
2. HR regularly audits leave records to ensure compliance and accuracy.

5. Related Forms & Systems

- Employee Leave Request Form
- Doctor's Certification (as needed)
- Attendance/HRIS System

6. Record Retention

All documentation and records of absences should be retained in accordance with company policy and legal requirements (typically 3-5 years).

7. Review

This SOP will be reviewed annually and updated as necessary.