

Standard Operating Procedure (SOP)

Procedures for Verifying and Approving Excused Absences

1. Purpose

This SOP details the **procedures for verifying and approving excused absences** to ensure consistent and fair handling of employee absence requests.

2. Scope

This procedure applies to all employees and supervisors responsible for processing excused absence requests.

3. Definitions

- **Excused Absence:** An approved absence from work due to medical, personal, or emergency reasons.
- **Documentation:** Proof supporting the reason for absence, such as a doctor's note or relevant legal document.

4. Responsibilities

Role	Responsibility
Employee	Submit request and provide supporting documentation.
Supervisor	Review submitted documents and make recommendations.
HR Personnel	Validate reasons, approve/deny requests, and maintain records.

5. Procedure

1. Employee Submission

- Employee submits a formal absence request via designated system or form.
- Attach supporting documentation (e.g., medical certificate, legal notice).

2. Supervisor Review

- Supervisor reviews request and verifies completeness of documentation.
- Confirms the nature and duration of absence.
- Forwards recommended action to HR.

3. HR Validation and Approval

- HR reviews reasons for absence against defined criteria:
 - Medical: Valid doctor's note required.
 - Personal: May require additional justification.
 - Emergency: Subject to evaluation and policy.
- Approve or deny request; record decision in HR system.

4. Communication

- HR or supervisor notifies employee of approval or denial in writing (email or formal letter).
- If denied, provide reason and further instructions if applicable.

5. Record Keeping

- Maintain accurate records of all excused absences, including documentation and approval status.
- Ensure records are stored securely and are accessible for compliance and reporting.

6. Related Documents

- Absence Request Form

- Employee Handbook
- Medical Leave Policy
- Emergency Leave Policy

7. Revision History

Version	Date	Changes
1.0	2024-06	Initial SOP issued.