



Leave Request Procedure

This Leave Request Procedure applies to all Employees of the business.

The objective of the procedure is to establish clear procedures for leave requests for all employees.

The requirement is for all staff to comply with the Leave Request Procedure.

Procedures

To submit a leave request, please follow the below:

- Open Monday.com and click on Time Off Request
- Open the Form Tab and fill in the form & submit



Purpose

To streamline the process for requesting leave and ensure all requests are properly documented and reviewed, the following procedures must be followed by all employees.

Objective

To ensure all leave is accurately recorded in Monday.com for upcoming leave requests to ensure staff are aware of when other staff are on leave.

Requirements

1. Accessing the Leave Request Form:

- Open Monday.com.
- Navigate to the "Time Off Request" section.

2. Filling Out the Leave Request Form:

- Click on the "Form" tab.
- Complete the form with the required details, including:
 - Your name
 - Dates of leave
 - Type of leave (e.g., annual, sick, personal)
 - Reason for leave (if applicable)
 - Review the information for accuracy.

3. Submitting the Leave Request:

- Once the form is completed, click "Submit" to send your leave request.
- You will receive a confirmation that your request has been submitted.

4. Awaiting Approval:

- Your request will be reviewed by the appropriate supervisor or HR personnel.
- You will be notified of the approval status via Monday.com.

Example Steps:

1. Open Monday.com:

- Log in to your Monday.com account.
- Navigate to the "Time Off Request" section from the main menu.

2. Fill Out the Form:

- Click on the "Form" tab.
- Enter all necessary details regarding your leave.

3. Submit the Form:

- Review the filled form for accuracy.
- Click "Submit" to send the request.

By following these procedures, we ensure that all leave requests are handled efficiently and transparently.



Compliance

Adherence to this policy is mandatory for all team members. Regular audits will be conducted to ensure compliance, and any deviations will be addressed promptly. By following these procedures, we ensure accurate time tracking for all projects, facilitating better project management and resource allocation.

Review and Updates

This policy will be reviewed annually to ensure it remains relevant and effective. Updates will be communicated to all team members as necessary.