



# Standard Operating Procedure: Leave/Vacation Request

Effective Date: 11/01/2024

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## 1. Purpose

The purpose of this SOP is to provide guidelines for employees to request and manage leaves, ensuring proper communication and planning for smooth workflow continuity.

## 2. Scope

This procedure applies to all employees of Klazin Future Technology Ltd across all departments.

## 3. Types of Leave Covered

- Annual Leave
- Sick Leave
- Casual Leave
- Maternity Leave
- Exam leave
- Unpaid Leave

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## 4. Leave Application Process

### 4.1. Submit Leave Request

- Employees must submit their leave request through the company's HR leave request form (<https://www.klazin.com/leave-request-form/>) at least **30 days** in advance for planned leaves (annual, casual).
- For sick leave, notify the reporting manager as soon as possible, preferably the start of the workday.

### 4.2. Fill in the Required Information

The leave request must include:

- Type of leave
- Start and end date
- Contact information during leave

#### **4.3. Approval Process**

- The reporting manager/supervisor reviews the request within **2 days**
- Approved leave will be confirmed via Email.
- If the leave request is denied, reasons will be provided, and alternative dates may be suggested.
- Once the leave is approved Klazin Leave Tracker will be updated to track the type of leave, amount taken and the balance.

#### **4.4. Emergency Leave**

- In case of emergency, notify your reporting manager directly via phone, whatsapp, or email.
  - Formalize the leave through the standard leave request system within **1 days** post-return.
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### **5. Conditions for Leave Approval**

- Leave will be approved based on:
    - Current staffing levels
    - Department workload
    - Prior approvals for the same period
    - Employee's leave balance
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### **6. Record-Keeping**

- All approved leaves will be logged into the company's HR system.
  - Employees can request a status on there leave balance
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### **7. Return to Work**

- After sick leave of more than 2 days, a medical certificate may be required.
- Employees returning from extended leave must inform the reporting manager/supervisor of their readiness to resume duties.

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## 8. Leave Without Pay

- If an employee exhausts their leave balance and still needs leave, they must apply for **unpaid leave**.
- Unpaid leave is subject to management discretion and should be requested only when all other leave options are used.

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## 9. Responsibilities

- **Employee:** Ensure the leave request follows the proper channels and timelines.
- **Manager/Supervisor:** Review and approve/deny the request based on team needs.
- **HR:** Track and update leave records in the system.

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## 10. Non-Compliance

- Failure to follow the leave application procedure may result in disciplinary action, including unpaid leave or a negative performance review.

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## 11. Review and Updates

This SOP will be reviewed annually or as necessary to accommodate policy changes.

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This SOP ensures a clear, organized process for requesting leave, maintaining fairness while ensuring business operations are not interrupted. Would you like to customize this for a specific organization or process?