



Standard Operating Procedure

I. Title: Time Off Request Processing

II. Purpose: Quickly and efficiently process time off requests with minimal paperwork

III. Actions (Chronological Order)

1. Employee sends e-mail requesting time off to manager, copying his/her Project Specialist (if applicable) and front office personnel responsible for tracking time off.
2. If supervisor / manager approves leave request, he/she sends an e-mail response to the employee, Project Specialist (if applicable) and the front office personnel indicating his/her approval.
3. Front office personnel responsible for tracking time off checks to ensure employee has sufficient time available to cover the requested amount.
4. If the employee doesn't have enough time to cover the requested amount, the front office personnel will notify the employee and manager/supervisor to work out a solution.
5. If the employee is served by a Project Specialist, the PS sends a calendar invite with date(s) employee is out of the office to employee's supervisor and to employee's in their section with information from Time Off Request (item #3., 4., and 5.) of projects and individual(s) covering that employee's projects while he/she is away from office.

IV. References

None