Leave Request Procedures

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Purpose

This document outlines the procedures for requesting, approving, and tracking all types of leave at NovaTech Solutions.

Leave Request System

All leave requests are submitted through **Workday**, our HR information system.

Accessing Workday

- Web: https://novatech.workday.com
- Mobile: Workday app (iOS/Android) - search "Workday" and log in with NovaTech SSO
- SSO: Use your NovaTech credentials

Types of Leave Requests

Leave Type	Workday Category	Advance Notice	Approval Required
Annual Leave	Time Off > Vacation	2 weeks (3+ days)	Manager
Sick Leave	Time Off > Sick	ASAP (same day)	Auto-approved*
Floating Holiday	Time Off > Floating Holiday	1 week	Manager
Bereavement	Leave of Absence > Bereavement	ASAP	Auto-approved
Jury Duty	Leave of Absence > Jury Duty	When known	Manager
Parental Leave	Leave of Absence > Parental	30 days	HR + Manager
Sabbatical	Leave of Absence > Sabbatical	3 months	HR + VP
Unpaid Leave	Leave of Absence > Unpaid	2 weeks	HR + Manager

Leave Type	Workday Category	Advance Notice	Approval Required
Medical Leave	Leave of Absence > Medical	When known	HR

*Sick leave auto-approves but managers are notified. Extended sick leave (5+ days) requires HR involvement.

Submitting a Leave Request

Standard Time Off (Annual Leave, Floating Holiday)

1. Log in to Workday
2. Navigate to "Time Off" in the main menu
3. Click "Request Time Off"
4. Select leave type from dropdown
5. Choose dates (click individual dates or drag to select range)
6. Add optional comments (e.g., reason, coverage plan)
7. Click "Submit"
8. You'll receive email confirmation when submitted and when approved/denied

Leave of Absence (Parental, Medical, Sabbatical, etc.)

1. Log in to Workday
2. Navigate to "Leave of Absence" in the main menu
3. Click "Request Leave of Absence"
4. Select leave type
5. Enter expected start and end dates
6. Upload any required documentation
7. Add comments with relevant details
8. Click "Submit"
9. HR will contact you within 5 business days to confirm

Same-Day Sick Leave

If you're calling in sick: 1. Notify your manager via Slack, email, or text 2. Log the sick day in Workday when you're able (within 3 days) 3. If you can't access Workday, ask a colleague or manager to log it for you

Notice Requirements

Leave Duration	Minimum Notice
1-2 days	48 hours preferred (or ASAP for illness)
3-5 days	2 weeks
1-2 weeks	3 weeks
2+ weeks	30 days
Extended leave (parental, medical)	30 days when foreseeable

Note: These are guidelines. Emergencies and unforeseen circumstances are understood.

Approval Process

Manager Approval

- Managers receive email and Workday notification of requests
- Expected response time: **3 business days**
- If no response in 3 days, request auto-escalates to skip-level manager
- Managers can approve, deny, or request changes

HR Approval

- Required for leaves of absence and special circumstances
- HR reviews within 5 business days
- May require additional documentation

Denial of Leave

- Managers may deny leave for legitimate business reasons
- Denial must include explanation
- Employee may request HR review of denial
- Alternative dates should be discussed

Modifying or Canceling Requests

Before Approval

- Edit or cancel directly in Workday under "My Requests"

After Approval

1. Go to Workday > Time Off > View My Requests
2. Find the approved request
3. Click "Request Correction" or "Cancel"
4. Enter reason for change
5. Manager re-approves if needed

During Leave

If your return date changes while on leave: - Notify your manager directly - Update Workday when able (or ask HR to update) - For medical leave, provide updated documentation if applicable

Tracking Leave Balances

Viewing Your Balance

1. Workday > Time Off > "Time Off Balance"
2. View current balances by leave type
3. See projected balances for future dates
4. Review accrual history

Understanding Accrual

- Annual leave accrues monthly (visible by ~5th of each month)
- Balances update in real-time as leave is taken
- Carryover is calculated automatically at year-end

Team Calendar Visibility

Viewing Team Leave

- Workday > Team Time Off > Team Calendar
- Shows approved time off for your team
- Useful for planning and coverage

Blocking Time

Managers can mark blackout periods in the team calendar when leave cannot be approved due to business needs.

Leave Reports for Managers

Managers can access: - Team leave balances: Workday > Team > Time Off > Balances - Utilization reports: Workday > Reports > Time Off Utilization - Pending requests: Workday > Inbox

Holiday Requests

Company holidays don't require a request - they're automatically applied to your calendar. See regional holiday documents: - US: HR-LOA-020 - UK: HR-LOA-021 - India: HR-LOA-022

Common Issues and Solutions

"Insufficient Balance" Error

- Check your current balance and accrual rate
- Consider whether leave is accrued before start date
- Contact HR if you believe there's an error

Manager Not Responding

- After 3 days, request auto-escalates
- You can also contact HR for assistance
- Check manager's out-of-office (may have delegate)

Request Submitted to Wrong Manager

- Cancel the request
- HR can reassign if needed
- Resubmit after org chart is corrected

Need Leave Before Accrued

- Discuss with manager and HR
- Negative balance up to 5 days may be approved
- Will be deducted from future accruals

Contact

For leave request assistance, contact People Operations at leave@novatech.com or via #ask-hr on Slack.

Related Documents: Annual Leave Policy (HR-LOA-001), Sick Leave Policy (HR-LOA-002), Parental Leave Policy (HR-LOA-003), Manager's Guide to Leave Approval (HR-MGR-005)