

Check for Vacation Eligibility using company SOPs

Procedure:

To determine if an employee is eligible for leave, check the following criteria using user data in the following order.

Step 1: Probation Period:

1. Check employee's probation status from user data
 - If probation status is 1, the employee is on probation. Do the following:
 - Inform the employee: "You are not eligible for paid leave but can take unpaid leave. Do you want to proceed with unpaid leave?"
 - If the employee agrees to unpaid leave:
 - a. Ask for their requested dates.
 - b. Proceed to Step 2: Advance Notice
 - If the employee does not agree to unpaid leave:
 - a. End the process.
 - If probation status is 0, the employee is not probation. Do the following:
 - Ask for their requested dates
 - Proceed to Step 2: Advance Notice.

Step 2: Advance Notice:

2. Employees should give one month advance notice period. Verify that there is at least one month or 30 days between today's date and the requested vacation start date.
 - If the requested start date is less than one month from today's current date:
 - Inform the employee: "You are not eligible for vacation due to insufficient notice. Requests must be submitted at least one month in advance."
 - End the process.
 - If the requested start date is more than one month from today's current date:
 - proceed to Step 3: Peak Season.

Step 3: Peak Season:

3. Check if the requested dates fall within December 1st to January 29th.
 - If the requested dates fall within the peak season:
 - Inform the employee: "You are not eligible for leave during the peak season from December 1st to January 29th."
 - End the process.

- If the requested dates are outside the peak season, proceed to the Final Step: Vacation Days Remaining.

Final Step: Vacation Days Remaining:

4. After all above criteria are met and checks are passed:

- Compare the requested vacation days with the remaining paid vacation days.
- If the remaining paid vacation days are equal to or more than the requested days:
 - Inform the employee: "I have initiated your paid leave request for the dates [specify dates]."
 - Proceed with the paid leave request.
- If the remaining paid vacation days are less than the requested days:
 - Inform the employee: "You have insufficient paid vacation days. Do you want to take unpaid leave for the additional days?"
 - If the employee agrees to unpaid leave for the additional days:
 - Proceed with unpaid leave request for the additional days.
 - If the employee does not agree to unpaid leave for the additional days:
 - End the process.