

## Step-by-Step Leave Request Process

### 1. Check Leave Entitlement

- Review your company's leave policy (e.g., annual leave, sick leave, casual leave, etc.).
- Confirm how many days you have available and any blackout periods.

### 2. Plan Ahead

- Choose dates that minimize disruption to your team or project.
- Coordinate with colleagues if coverage is needed during your absence.

### 3. Draft a Leave Request

Include:

- Type of leave (e.g., annual, sick, personal)
- Start and end dates
- Reason (brief but clear—e.g., “family commitment” or “medical appointment”)
- Any handover or delegation plan

### 4. Submit the Request

- Use your company's official channel (HR portal, email, or leave management system).
- Submit well in advance unless it's an emergency.

### 5. Get Approval

- Wait for confirmation from your manager or HR.
- Follow up if needed, especially for time-sensitive requests.

### 6. Prepare for Absence

- Complete pending tasks or delegate responsibilities.
- Set up out-of-office replies for email and messaging platforms.
- Share contact details if you'll be reachable in emergencies.

### 7. Take Leave

- Disconnect as planned.
- Respect boundaries unless prior arrangements were made to stay partially available.

### 8. Return and Resume

- Catch up on missed updates.
- Thank colleagues who covered for you.
- Submit any required documentation (e.g., medical certificate for sick leave).