**🗂️ 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).