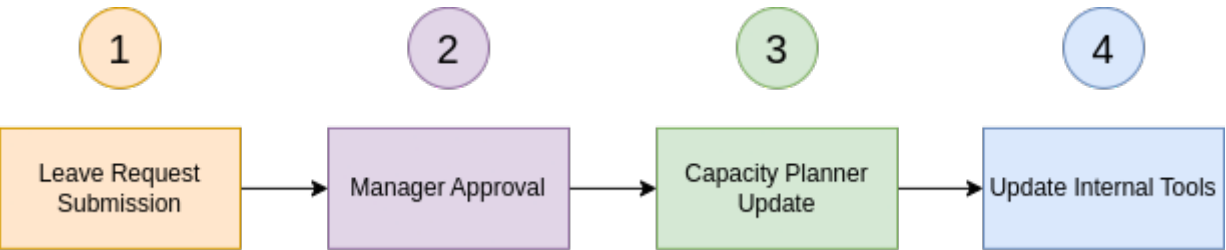


# Leave Request Process

## Process Overview

All requests are managed in the [Leave Requests](#) Asana project.



## Who starts the process?

The person requesting leave.

## When should the request be sent?

As soon as this person knows s/he wants to take leave. Depending on the duration of your leave you are expected to send the request a in advance. This is important to make the team has enough to get organized.

Duration	Notice Period
<= 2 days	1 week before the first day of leave
3 < days <= 5	2 weeks before the first day of leave
1 < week <= 2 weeks	1 month before the first day of leave
> 2 weeks	2 months before the first day of leave

## When is a request approved definitively?

When it is reflected in the Capacity Planner.

# Detailed Process

## 0. Talk To Your Project Managers (Asana)

Before submitting a Leave Request, we recommend you first talk to the Project Managers of the projects you are working in order to:

1. Inform them
2. Confirm that it will be possible from the perspective of projects.

PM validation is not an absolute requirement depending on the reason why you need leave.

## 1. Leave Request Submission (Asana)

Create a task in the [Leave Requests](#) Asana project in the *Manager to Approve* column. All fields are mandatory.

1. **Title:** The name of the requester
2. **Start Date:** First day the request will be on leave
3. **End Date:** Last day the request will be on leave
4. **# Working Days:** The number of working days included in the period of leave
5. **Assignee:** The requester's manager
6. **Description (optional):** Any additional context related to the request. Remember that the content of this task is public.

## 2. Manager Approval (Asana)

The manager approves the request based on the following criteria:

- PMs are aware of the request
- PMs have a plan to in place to manage project deliverable during the leave period
- The leave request does not create issues with internal projects

The manager decision can be one of the following:

Decision	Action In Asana
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Approve the request	Move the request to the <i>Capacity Planner To Update</i> column and assign the task to the Capacity Manager.
Ask for more information	Write a comment mentioning the requester and asking for additional information. Sensitive conversations should happen in direct Slack messages or during 1:1 meetings.
Deny the request	Add “Not approved” in the comment section. The request should be moved to the <i>Processed</i> column.

### 3. Capacity Planner Update (Asana)

The Capacity Manager attempts to update the Capacity Planner accordingly. The following scenarios are possible:

Scenario	Action in Asana
No issues updating the Capacity Planner	<p>The Capacity Manager:</p> <ul style="list-style-type: none"> <li>• Moves the request to the <i>Internal Tools To Update</i> column</li> <li>• Leaves a comment mentioning the requester indicating that the request has been taken into account.</li> <li>• Assigns the task to the requester</li> </ul> <p>⚠ <b>At this stage only is the request considered as accepted.</b></p>
A conflict appears in the Capacity Planner	The Capacity Manager leaves a comment mentioning the Manager. Discussions happen in Asana or on Slack.

### 4. Update Internal Tools

As the requester you are expected to update the internal tools to make sure other colleagues are aware / can find out that you have leave planned.

1. Announce your leave period in `#team-tech-leaves`.
2. Update the company Holiday calendar
3. Update your personal calendar. Make sure to use an [Out Of Office](#) block so that meetings are rejected automatically. This inform meeting organizers immediately.
4. Log your leave in Clockwise (employees only, not applicable to contractors).

Details for steps 2 and 4 are available [here](#).

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