

# Staff Annual Leave Checklist

Receive four weeks' notice for annual leave according to the Company Policy.

- Receive four weeks' notice for annual leave
- Within two days, communicate to the staff by text or email if the annual leave is approved or not.
- Decline Annual leave request by text or email if the number of staff requested is in excess for the period requested.
- Suggest alternative dates to the staffs whose annual leave is declined.
- Forward the approved annual leave request on the same day to the Finance department.
- Cover the annual leave with suitable care workers, and keep the family and PP updated.