

Professional Grievance Letter for Denied Leave and Time-Off Requests

Subject: Formal Grievance - Unreasonable Denial of Leave Requests

Dear [HR Manager],

I am submitting a formal grievance regarding the repeated and unreasonable denial of my leave requests by my manager, [Manager's Name].

According to company policy and my employment contract, I am entitled to [number] days of annual leave. Despite submitting requests well in advance and following all proper procedures, my requests have been consistently denied without valid justification.

Details of denied requests:

- [Date requested]: [Purpose of leave] - Requested on [date] for [dates] - Denied because [reason given or no reason provided]
- [Date requested]: [Purpose of leave] - Requested on [date] for [dates] - Denied because [reason given or no reason provided]
- [Date requested]: [Purpose of leave] - Requested on [date] for [dates] - Denied because [reason given or no reason provided]

Meanwhile, I have observed that other team members' leave requests have been approved, including requests submitted with less notice and during similarly busy periods. This differential treatment appears arbitrary and unfair.

The denial of my leave has resulted in [inability to attend important family event/forfeiture of non-refundable bookings/inability to address personal matters/other impacts]. Additionally, I have accrued [number] days of unused leave that I am at risk of losing.

The right to take earned leave is a fundamental employment right. The pattern of denials appears to be [based on personal bias/retaliatory/discriminatory/other characterization].

I am requesting:

- Approval of my pending leave request for [dates]

- A clear explanation of the criteria used for leave approval decisions
- Assurance that future leave requests will be evaluated fairly and in accordance with policy
- Permission to use my accrued leave before it expires

Please respond within [reasonable timeframe] with a decision and explanation.

Sincerely,

[Your Name]

[Department]

[Date]

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