

# Understanding Policies Due for Review

Each policy on your site is assigned a designated period of time before its contents need to be reviewed to ensure they maintain accuracy.

When you are the designated Owner of a policy, you are responsible for starting this review process. You will need to review the content of each policy, make any necessary edits, then pend the policy for approval through the Approval Workflow.

If you are an Area Manager or a Site Administrator, you may not be responsible for starting the review process, but you will still see policies in the Due for Review Report on the Home tab. This report is meant to give you insight into any upcoming policy reviews in your assigned Area or across your site.

The report will display a color-coded three month lead time that policies are coming due for review. To view the whole report, click the Policies Due for Review header.

Starting the approval process involves creating a new version. Click the policy title to create a new draft. Review the content of the policy and make modifications or corrections as needed.

If you need to close the draft before starting the approval process, ensure that it is saved before leaving the page. Your drafts can be accessed from the Home tab.

When your review is finished and necessary edits are made, pend the policy for approval through the workflow.

If you determine your policies do not require any changes after reviewing them, they can be pended for approval in bulk. Select each policy with the checkbox next to the title or select all. If any policies are not selected, this means a draft already exists or the approval process is already underway.

Add a comment to explain your action, then click Start Approval Process.