

APPLICATION FOR LEAVE

1. OFFICE/ AGENCY		2. NAME (Last) (First) (Middle)		
3. DATE OF FILING		4. POSITION	5. SALARY (Monthly)	

6. DETAILS OF APPLICATION

6. a) TYPE OF LEAVE

- Vacation
- To seek employment
- Others (Specify)
- Sick
- Maternity
- Others (Specify)

6. c) NUMBER OF WORKING DAYS APPLIED FOR

INCLUSIVE DATES

6. b) WHERE LEAVE WILL BE SPENT:

(1) IN CASE OF VACATION LEAVE

- Within the Philippines
- Abroad (Specify)

(2) IN CASE OF SICK LEAVE

- In Hospital (Specify)
- Out Patient (Specify)

6. d) COMMUTATION

- Requested Not Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7. a) CERTIFICATION OF LEAVE CREDITS

as of

Vacation	Sick	Total
Days	Days	Days

7. b) RECOMMENDATION

- Approval
 - Disapproval due to
-

(Personal Officer)

(AUTHORIZED OFFICIAL)

7. c) APPROVED FOR:

days with pay

days without pay

Others (Specify)

DATE:

7. d) DISSAPPROVED DUE TO:

SIGNATURE

(AUTHORIZED OFFICIAL)

(Please see instructions at the back)

INSTRUCTIONS

1. Application for vacation or sick leave for one full day or more shall be made on this form and to be accomplished at least in duplicate.
2. Application for vacation leave shall be filled in advanced or wether possible five (5) days before going on such leave.
3. Application for sick leave filled in advance, or exceeding five (5) days shall be accompanied by medical certificate. In case medical consultation was not availed of an affidavit should be executed by the applicant.
4. An employee who is absent without approved leave shall not be entitled to received his salary corresponding to the period of his unauthorized leave of absence.
5. An application for leave of absence for thirty (20) calendar days or more shall be accompanied by clearance from money and property account abilities.

COMPUTATION

	<u>Vacation Leave</u>	<u>Sick Leave</u>
Balance Ending	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Add: Current Accruals up to	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Total Accruals.....	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Less: previous leaves used.....	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Balances Available	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Less: this application.....	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Total Balances.....	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

CERTIFIED CORRECT:
