

ADMIN ADVISORY	No. 2022- <u>38</u>
FOR:	ALL ILS OFFICIALS AND EMPLOYEES
PREPARED BY:	For <i>Arvin</i> ARVIN JAE A. SANCHEZ Planning Officer I (HR Assistant designate)
NOTED BY:	<i>Gualtiero</i> CAMILO FRANCO S. CABUSAS Chief Administrative Officer <i>W.M.</i>
APPROVED BY:	<i>Jeanette</i> JEANETTE T. DAMO OIC-Executive Director III
SUBJECT:	FILING OF APPLICATION FOR FORCED LEAVE AND SPECIAL LEAVE PRIVILEGES
DATE:	13 DECEMBER 2022

Message:

Please be reminded of the following guidelines in the filing of Forced Leave (FL):

1. Only employees who have ten (10) vacation leave (VL) credits or more are required to file FL.
2. Employees who have not availed of any VL are required to file FL for five (5) days.
Employees who have availed VL of less than five (5) days are required to file FL for the difference between the VL availed and 5 days.
3. Employees with accumulated VL of less than ten (10) days shall have the option to go on forced leave or not.
4. Employees shall file their FL via **TALMS “Request Leave.”** Select “Mandatory/ Forced Leave”, Specify in **Remarks** “for approval or disapproval of (remaining) force leave.” Your chief or deputy will approve or disapprove based on your remarks to him/her. FL that will not be filed will automatically be deducted from your VL credits. **For those who earlier filed FL, kindly refile mandatory FL using the abovementioned updated “TALMS Mandatory FL” to avoid confusion whether your supervisor will approve or disapprove.**

Vacation leave filed, forced leave and special leave privilege balances will be emailed individually to staff. Please be also reminded that those with available Special Leave Privileges (SLPs) are required to file the same within the year; therefore, unused SLPs shall be forfeited.

All employees are enjoined to attend the **ILS General Assembly Meeting on 22 December 2022.**

Furthermore, the following shall be required to report to the office except on holidays and rest days in December, unless for justifiable reasons:

- Chiefs, Supervisors and Unit Heads;
- Employees with backlogs per IPCRs and other instructions; and
- Employees with activities scheduled in December.

The HR Unit shall process applications via **TALMS** for leaves only until **Tuesday, 20 December 2022.** For your guidance and compliance.

ATTACHMENT/S	TALMS Mandatory Forced Leave Manual
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FOR USERS

To file for a **Mandatory/Forced Leave** for *disapproval*.

1. Select “**Mandatory/Forced Leave**” in the dropdown
2. Fill in your leave details such as Inclusive Dates, Commutation, Signatories, etc.
3. Add “*For disapproval of division chief ...*” in the **Remarks** field to let the signatories know that this is for disapproval.

Leave Request

SELECT TYPE OF LEAVE TO BE AVALIED *

1 → Mandatory/Forced Leave

DETAILS OF LEAVE

Inclusive Dates (YYYY-MM-DD) *

2022-12-26,2022-12-27,2022-12-28,2022-12-29,2022-12-30

Commutation *

Not Requested
 Requested

Reason for late filing (if applicable)

Indicate reason for late filing (if applicable)

Attachment (if applicable)

Choose File No file chosen

Immediate supervisor *

supervisor aka

HR officer *

ako HRMO

Signatory *

DED aka

3 → Remarks

For disapproval of division chief

Submit

FOR DIVISION CHIEFS

To review a Mandatory/Forced Leave for *disapproval*.

1. Head over to your division Dashboard

The screenshot shows the ILS Institute for Labor Studies dashboard. At the top, there is a navigation bar with links: Home, Attendance, Leaves, Payslips, and Dashboard (which is highlighted with a red box). Below the navigation bar is a blue header bar with the text "Profile". The main content area is partially visible.

2. Under Leaves for Approval, click General

The screenshot shows the OED Dashboard. On the left, there is a sidebar with a navigation menu. The "LEAVES FOR APPROVAL" section is highlighted with a red box around the "General" link. The main content area displays several cards: one for Employees (11), one for Late (0), and others partially visible.

Category	Value
EMPLOYEES	11
LATE	0

3. Click the **Review** button to open the requested leave

No.	Leave type	Days	Requested	Status	Action
21	mandatory forced leave	4 day/s	12-12-2022	Routed to Supervisor	
20	mandatory forced leave	2 day/s	12-12-2022	Routed to Supervisor	
19	mandatory forced leave	2 day/s	12-12-2022	Completed	
18	mandatory forced leave	3 day/s	12-12-2022	Completed	
17	mandatory forced leave	4 day/s	12-12-2022	Routed to DED	
16	mandatory forced leave	1 day/s	11-12-2022	Completed	

4. Located below is the **Internal Note**, this will show remarks added by the user if this leave is for disapproval or others.
 5. Click the **Disapprove** button

Employee Details:		Leave Details:	
Name :	Marjoe Velascos	Type of Leave Availed :	mandatory forced leave
Position :	Information Systems Analyst II	Number of Days :	4 day/s
Division :	APD	Inclusive Dates:	2022-12-26,2022-12-27,2022-12-28
Date of Filing :	December 12, 2022 11:12 pm	Leave Form:	
<input type="button" value="Approve"/> <input style="outline: none; border: 2px solid red; background-color: #f0e68c; color: black; font-weight: bold; border-radius: 5px; padding: 5px; margin-right: 10px;" type="button" value="Disapprove"/> <input type="button" value="Cancel"/>			
Internal Note: For disapproval of division chief. Thank you			

Notes:

- **Approve** button – will be signed, marked as approved, and routed to the next signatory
- **Disapprove** button – will be signed, marked as disapproved, add remarks [exigency of service/complete pending tasks], and routed to the next signatory
- **Cancel** button – will NOT be signed, marked as disapproved, and routing will STOP.

6. A pop-up will appear upon clicking the **Disapprove** button. To confirm disapproval, click the **confirm** button.

