
Re: Request to use my VL credit as EL

Crisanto Dela Cruz <cris.delacruz@rico.com.ph>

Wed, Jun 19, 2024 at 4:47 PM

To: OFFICE OF THE CEO <ceo.office@wgroup.com.ph>

Cc: Maedeliene Uy <mads.uy@wgroup.com.ph>, Mariz Carlos <mariz.carlos@rico.com.ph>

Hi Shiela,

I understand your situation . You can use the VL balance credits for your emergency leaves.

On Wed, Jun 19, 2024 at 4:19 PM OFFICE OF THE CEO <ceo.office@wgroup.com.ph> wrote:

Dear Sir Cris,

I hope this message finds you well. I am writing to formally request the conversion of my accrued Vacation Leave (VL) credits to Emergency Leave (EL) credits due to unforeseen circumstances that require my immediate attention.

Both of my parents have been hospitalized at the same time. My mother was discharged last Friday, June 14 after being admitted to the hospital on June 7. However, my father is still in the hospital at East Avenue, admitted last June 1, 2024, and is under observation due to stomach pain.

As of the date of this letter, I have 6.412day VL credits available. Given the urgency of the situation, I kindly ask for your consideration in allowing me to use 2 days VL credits as EL credits to be applied to dates June 10 & June 13, 2024.

I understand that this request is subject to company policies and procedures, and I am willing to provide any necessary documentation or additional information to support my request.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

Shiela Gaspar

Office of Chief Executive Officer

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CRIS DELA CRUZ

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