



# Leave Form

Request Date : 2021-01-22



**BALDWIN SALCEDO**  
INFORMATION TECHNOLOGY STAFF

Type Of Leave : OTHER

Start Date : 2021-01-23

End Time : 2021-01-23

Employee Comment:

Requested By: *W*

Will be taking flu vaccine shot.

Admin Comments:

Confirmed By: *[Signature]*

Filing of leave is all subject for approval, in case of your request is declined, Your leave request will affect your work performance.  
Because management will consider your request is like non sense. Be advised that management will give consideration for all emergency cases but upon reporting you need to submit your supporting documents automatically to justify your absence or else it will be considered as fraud information . Management will not follow up your your supporting document, If you do not submit proper document, It will be considered as fraud as well automatically