

INSTRUCTION: This form should be filled out in 3 copies BEFORE an employee goes on leave. In case of emergency or illness, this form must be filled out IMMEDIATELY upon return for work. Sick leave application will only be honored provided it is a duty certified by licensed Physician.

☐ SL

☐ VL

☐ EL

☐ BL

☐ ML

☐ SPL

☐ OFFSET

EMPLOYEE NAME		NO OF DAYS	
POSITION		INCLUSIVE DATES	From - To TO
DEPARTMENT		DATE FILED	

REASON	
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PREPARED BY	RECOMMENDED BY	CLEARED BY	APPROVED BY
<div>Employee's Signature <small>(Signature over Printed Name)</small></div> <div>DATE SIGNED:</div>	<div>Immediate Superior <small>(Signature over Printed Name)</small></div> <div>DATE SIGNED:</div>	<div>HR Department <small>(Signature over Printed Name)</small></div> <div>DATE SIGNED:</div>	<div>KATHLEEN REYES, MHM, DBA Chief Operating Officer</div> <div>DATE SIGNED:</div>

TO BE FILLED OUT BY THE HRD DEPARTMENT:								
	SL	VL	EL	OS	BL	ML	PL	<div><input type="checkbox"/> WITH PAY</div> <div><input type="checkbox"/> WITHOUT PAY</div> <div>Remarks:</div> <div></div> <div></div> <div></div>
Earned to date:								
Used to date								
This Leave								
Balance								