![captivate | zafirah] **Service Incentive Leave**

APPLICATION FOR LEAVE OF ABSENCE

Please fill-out completely and accurately and attach the necessary documents. Failure to do so may cause the application to be disapproved.	Date: July 02, 2024
	Department / Team: Technologies Unit
	Job Position: Web App Developer
Name: Anton Jay L. Hermo	

Employment Status	Type of Leave	Period Covered
◯ Probationary ☑ Regular	◯ Vacation Leave ☑ Sick Leave ◯ Others _____	Start of Leave: 2024-07-02 End of Leave: 2024-07-02 No. of days: 1
Team Lead must inform employee immediately if the leave is approved or disapproved		

Reason(s):	
Fever	
	(signature)
	Employee's Signature

Recommendation		
◯ Approved w / pay ◯ Approved w/o pay ◯ Disapproved	Team Lead (Signature)	Managing Director (Signature)
Remarks		
Disapproved means without pay and can be a violation to company policy		

	Vacation Leave	Sick Leave	Others
Total leave			
Less this leave			
New leave balance			
Remarks			
To be filled up by Business Support Associate / People Operations Officer			

People Operations Officer (Signature)	Business Support Associate (Signature)