

APPLICATION FOR LEAVE

(Please accomplish the form in 3 copies; to avoid delay in the processing,
and ensure that all information requested are completely and accurately answered)

1. OFFICE/UNIT	2. NAME (LAST) (FIRST) (MIDDLE)	3. EMPLOYEE NUMBER
4. DATE OF FILING	5. POSITION	6. SALARY/month

DETAILS OF APPLICATION

7a) TYPE OF LEAVE		7b) WHERE LEAVE WILL BE SPENT
Cumulative <input type="checkbox"/> Vacation leave <input type="checkbox"/> To seek employment <input type="checkbox"/> Others (specify) _____ <input type="checkbox"/> Sick leave <input type="checkbox"/> Mandatory leave <input type="checkbox"/> Monetization <input type="checkbox"/> Special <input type="checkbox"/> Regular <input type="checkbox"/> Terminal leave <input type="checkbox"/> Faculty sick leave benefit <input type="checkbox"/> Others (specify) _____	Non-Cumulative <input type="checkbox"/> CSC Special leave <input type="checkbox"/> CNA leave <input type="checkbox"/> Special leave <input type="checkbox"/> Job related sickness _____ <input type="checkbox"/> Nursing leave _____ <input type="checkbox"/> Maternity leave <input type="checkbox"/> Paternity leave <input type="checkbox"/> Rehabilitation leave <input type="checkbox"/> Parental leave (Solo Parent leave) <input type="checkbox"/> Academic leave <input type="checkbox"/> Teacher’s Summer leave <input type="checkbox"/> Others (specify) _____	1. IN CASE OF VACATION LEAVE <input type="checkbox"/> Within the Philippines <input type="checkbox"/> Abroad (specify) _____ 2. IN CASE OF SICK LEAVE <input type="checkbox"/> In Hospital (specify) _____ <input type="checkbox"/> Out Patient (specify) _____
7c) NUMBER OF WORKING DAYS APPLIED FOR: <input type="text"/> Inclusive dates: From _____ To _____		7d) COMMUTATION <input type="checkbox"/> Requested <input type="checkbox"/> Not Requested Signature of Applicant _____

DETAILS OF ACTION

8a) CERTIFICATION OF LEAVE CREDITS/ BALANCE As of _____	8b) RECOMMENDATION																																														
Cumulative Leave <table><tr><td>Vacation</td><td>Sick</td><td>Total</td><td>Terminal</td><td>Faculty Sick Leave Benefit</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table> Non-Cumulative Leave <table><tr><td>Type of leave</td><td>Availed</td><td>Balance</td><td>Type of leave</td><td>Availed</td><td>Balance</td></tr><tr><td>CSC: Special leave</td><td></td><td></td><td>Paternity leave</td><td></td><td></td></tr><tr><td>CNA: Special leave</td><td></td><td></td><td>Rehabilitation leave</td><td></td><td></td></tr><tr><td>Job related sickness</td><td></td><td></td><td>Parental leave</td><td></td><td></td></tr><tr><td>Nursing leave</td><td></td><td></td><td>Academic leave</td><td></td><td></td></tr><tr><td>Maternity leave</td><td></td><td></td><td>Others</td><td></td><td></td></tr></table>	Vacation	Sick	Total	Terminal	Faculty Sick Leave Benefit						Type of leave	Availed	Balance	Type of leave	Availed	Balance	CSC: Special leave			Paternity leave			CNA: Special leave			Rehabilitation leave			Job related sickness			Parental leave			Nursing leave			Academic leave			Maternity leave			Others			<input type="checkbox"/> Approval <input type="checkbox"/> Disapproval due to _____ _____ Division Chair/ Institute Director/ Immediate Supervisor <input type="checkbox"/> Approval <input type="checkbox"/> Disapproval due to _____ _____ Dean Date
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_____ Chief, HRDO Date																																															

8c) ☐ APPROVED:

No. of days	Remarks	No. of days	Remarks
With Pay		Without Pay	

☐ DISAPPROVED due to _____

For the Chancellor:
(refer to Responsibility Matrix at the back)

Authorized Official
Date

APPLICATION FOR LEAVE

(To be accomplished in 3 copies)

INSTRUCTIONS

- 1. Applicant shall fill up items 1 to 7 of the application form (3 copies)
- 2. Application for leave other than sick leave and emergency cases shall be filed in advance, at least five (5) days before going on such leave.
- 3. Application for sick leave filed in advance (exceeding 5 days) shall be accompanied by a medical certificate. In case medical consultation was not availed of, an affidavit should be executed by the employee.
- 4. The immediate supervisor has the option to require a medical certificate for application for sick leave already taken by the staff, not exceeding five (5) days, for verification purposes.
- 5. The following should be attached to leave applications for:

Maternity leave	Medical certificate only
Paternity leave	Medical certificate of legitimate spouse, Certificate of live birth of new born child
Rehabilitation leave	Medical certificate and certification of the HSU Chief (Iloilo), Medical Officer (UPVCC and UPVTC)
Solo Parent leave	ID issued by the Municipal/City Welfare Office
CNA Job Related Sickness	Medical certificate (for 3 continuous days sickness)
Nursing Leave	Certificate from the immediate supervisor

- 6. An employee who is absent without approved leave shall not be entitled to receive his/her salary corresponding to the period of his/her unauthorized leave of absence.
- 7. An application for leave of absence for thirty (30) calendar days or more, except maternity leave, shall be accompanied by an approved University clearance.

TYPES OF LEAVE

- 1. Vacation Leave - granted to officials and employees for personal reasons, the approval of which is contingent upon the necessities of the service.
- 2. Mandatory Leave - All officials and employees with 10 days or more vacation leave credits shall be required to go on vacation leave whether continuous or intermittent for a minimum of 5 working days annually. Those with accumulated vacation leave of less than 10 days shall have the option to go on forced leave or not.
- 3. Sick Leave - granted on account of sickness or disability to officials and employees or any member of their immediate family.
- 4. Rehabilitation Leave - granted for a maximum period of 6 months to officials and employees who incurred wounds and injuries in the performance of duty, supported by the proper medical certificate and evidence showing that the wounds or injuries were incurred in the performance of duty.
- 5. Maternity Leave - granted to female employees to extend working mothers some measure of financial help and a period of rest and recuperation in connection with the pregnancy.
- 6. Paternity Leave - granted to married male employees for seven (7) days while continuing to earn compensation on the condition that his legitimate spouse has delivered a child or suffered a miscarriage, for purposes of enabling him to effectively lend care and support to his wife before, during and after child birth, as the case maybe, and assist in caring for his new-born child.
- 7. Teacher’s Summer Vacation Leave - consists of one (1) month in each academic year and may be taken only during the regular vacation period, which is from the day after commencement to the day before the first day of registration for the first semester.
- 8. CSC Special Leave Privileges - maximum of three (3) days may be availed by all administrative personnel, REPS, and faculty members with administrative functions & enjoying cumulative leave privilege.
- 9. CNA Leave Privileges - may be availed by all administrative personnel, REPS, and faculty members.
 - a. maximum of three (3) days for special leave
 - b. maximum of three (3) days for job related sickness
 - c. maximum of two (2) days for nursing leave
- 4. Academic Leave - maximum of ten (10) days.
 - a. May be availed of by faculty administrators during the year he/she has administrative load credit of at least 9 units; when the administrative service is less than a year, the academic leave shall be pro-rated accordingly.
 - b. Non-cumulative and non-commutable
 - c. Should a faculty administrator avail of academic leave and then resign from office, the leave shall be charged against his/her regular leave credits.
- 9. Leave Monetization - granted to officials and employees with 15 days accumulated vacation leave credits, provided that at least 5 days vacation leave is retained after monetization.
- 10. Terminal Leave – balance of accumulated leave credits that are monetized upon resignation, retirement or separation from service; provided separation from service is without cause.
- 11. Faculty Sick Leave Benefit - granted to faculty members equivalent to 10 days per year of full-time service, cumulative and commutable only upon compulsory retirement or upon optional retirement due to serious/severe illness as defined by PhilHealth.

RESPONSIBILITY MATRIX

All leave applications must have the approval/disapproval of following authorized signatory:

1. Vacation and/or sick leaves not exceeding 15 calendar days (with or without pay)	Deans/Unit heads
2. Special leave (CSC or CNA)	Deans/Unit heads
3. Vacation and/or sick leave for more than 15 calendar days, but not exceeding 260 working days (within the country), with or without pay	Vice Chancellors
4. Leave monetization not exceeding 10 days	Vice Chancellors
5. Rehabilitation leave for job related injuries not exceeding 3 months	Vice Chancellors
6. Maternity leave, paternity leave, parental leave	Vice Chancellors
7. Terminal leave not exceeding 260 working days	Vice Chancellors
8. Academic leave	Chancellor
9. All leave applications that are not delegated to the Vice Chancellors, Deans, Unit Heads	Chancellor