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Human Resources

Document Title:

Application for Leave of Absence and Undertime

QM Builders

Employee		Date F	iled				NO.				
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APPLICATION FOR LEAVE O Inclusive Dates				PRADSENCE				APPLICATION FOR UNDERTIME			
Type of leave	To	Reason(s)			INCLUSIVE HOURS Expected Actual						
☐ Sick leave	From						From	To	From	Actual	
☐ Vacation Leave	•								11000		
Personal Leave							Re	ason(s)			
Paternity (SSS)							Reason(s)				
☐ Maternity (SSS) ☐ Parental Leave					C C		٠.			The same	
Others, please specify											
CONDITIONS: I understand that should this leave be				Recommending Approval:				Approved:			
approved. I should immediately report back for work upon the termination of my leave/undertime; otherwise, I shall be											
subject to disciplinary action	on in accord	dance with the					Disapproved:				
Guidelines on the application											
QM Employee Handbook.			IMMEDIATE SUPERIOR Date:				GENERAL MANAGER Date:				
SIGNATURE O	F APPLICAN	IT .	Date.				Date:				
		FOR HRD E	EPART	MENT U	SE ONL	Y	E 1444				
REMARKS:		10000 7.00	Sicl	Leave	Vacati	on Leave	Person	al	Otl	ners	
Leave Filed Before Date of A		No. of Days	LWP	LWoP	LWP	LWoP	Leav	e	LWP	LWoP	
in a section of the contract o	· vusinijoni	Available Applied for									
Punishable Non-puni	ishable	Balance		1 9							
Noted and Confirmed for appro	oval by:		l	<u> </u>	Date:						
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	Depa	artment:	•			•					
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