**APPLICATION FOR LEAVE OF ABSENCE**

**Employee Information**

* Full Name: Lovely Jean L. Maureal
* Position: Project Technical Specialist 1

**Leave Details**

* Start Date: March 24, 2025
* End Date: March 24, 2025
* Total Days Requested: One (1)

**Reason for Leave:**

I’ll be attending a relative’s wedding day.

**Compensation for Absence**

Absences can be compensated within the month by an **approved and pre-arranged onsite duty.** Please indicate your proposed onsite duty schedule:

* Proposed Onsite Duty Date(s): Saturdays (29)
* Supervisor’s Approval for Onsite Duty:  
  ☐ Approved  
  ☐ Not Approved
  + Remarks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval Section *(For Office Use Only)***

* **Supervisor’s Decision:**  
  ☐ Approved  
  ☐ Denied  
  ☐ Requires Further Discussion
* **Noted by:** **WAVE C. AMBRAY**

Supervisor’s Name with Signature

* **Approved by:** **ENGR. ALEX L. MAUREAL**

Project Leader