

APPLICATION FOR LEAVE

C.S. Form No. 6
Revised 2001

| | | | |
|---------------|----------|----------------|--------|
| Office/Agency | Last | First | Middle |
| Date | Position | Monthly Salary | |

DETAILS OF APPLICATION

TYPE OF LEAVE

WHERE LEAVE WILL BE SPENT
IN CASE OF VACATION LEAVE

| | |
|--|---|
| <input type="checkbox"/> VACATION LEAVE | <input type="checkbox"/> Within the Philippines |
| <input type="checkbox"/> To Seek Employment | <input type="checkbox"/> Abroad (Specify) _____ |
| <input type="checkbox"/> Other (Specify) _____ | |
| <input type="checkbox"/> Sick | <input type="checkbox"/> Maternity |

IN CASE OF SICK LEAVE

| |
|--|
| <input type="checkbox"/> In Hospital (Specify) _____ |
| <input type="checkbox"/> Out Patient (Specify) _____ |

NO. OF DAYS APPLIED FOR _____

COMMUTATION

INCLUSIVE DATES: _____

| | |
|------------------------------------|---------------------------------------|
| <input type="checkbox"/> Requested | <input type="checkbox"/> Not Required |
|------------------------------------|---------------------------------------|

Signature of Applicant _____

DETAILS OF ACTION ON APPLICATION

CERTIFICATION OF LEAVE CREDITS

As of _____

| | Vacation | Sick | Total |
|-------------------|----------|------|-------|
| Unexpired Leave | | | |
| Expired Leave | | | |
| Loss This Leave | | | |
| Beginning Balance | | | |

RECOMMENDATION

| | |
|-----------------------------------|---|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Disapproved due to _____ |
|-----------------------------------|---|

WILMAR O. CUAMBOT
Administrative Officer V

(Authorized Official)

APPROVED FOR:

| | |
|-------|----------------------------------|
| _____ | days vacation leave with pay |
| _____ | days sick leave with pay |
| _____ | days maternity leave without pay |
| _____ | days paternity leave with pay |
| _____ | days special leave with pay |
| _____ | days without pay |

PHILIP T. TAN
City Mayor