



## LEAVE REQUEST FORM 2015

The Leave Request Form is used by full-time regular staff in accordance with company policy. All time off requests require the approval of your immediate supervisor. Planned leaves must be filed 2 weeks ahead while unplanned leaves must be filed immediately (within 24 hours) upon returning to work. For detailed information regarding the administration of paid time off, refer to the Code of Conduct and/or the Employee Handbook.

Date of Request:      Name of Employee      Type of Leave Requested:      Reason for Leave:

Start of Leave		End of Leave	Total Hours Requested:
Date:		Date:	
Time:		Time:	

Employee Signature: \_\_\_\_\_

### APPROVALS

#### Immediate Supervisor

*Action Required: Please check the Cebu Leave Credits spreadsheet for guidance on available leave credits.*

Please check one:

- ☐ *Approved WITH Pay*  
☐ *Approved WITHOUT Pay*  
☐ *Disapproved*

*NOTE: Going on leave despite disapproval amounts to AWOL*

Remarks:

Immediate Supervisor Signature  
and date signed:

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#### Human Resources Department

- ☐ *Cebu Leave Credits spreadsheet updated*  
☐ *PayrollHero schedule updated*

Remarks:

Human Resources Personnel Signature  
and date signed:

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