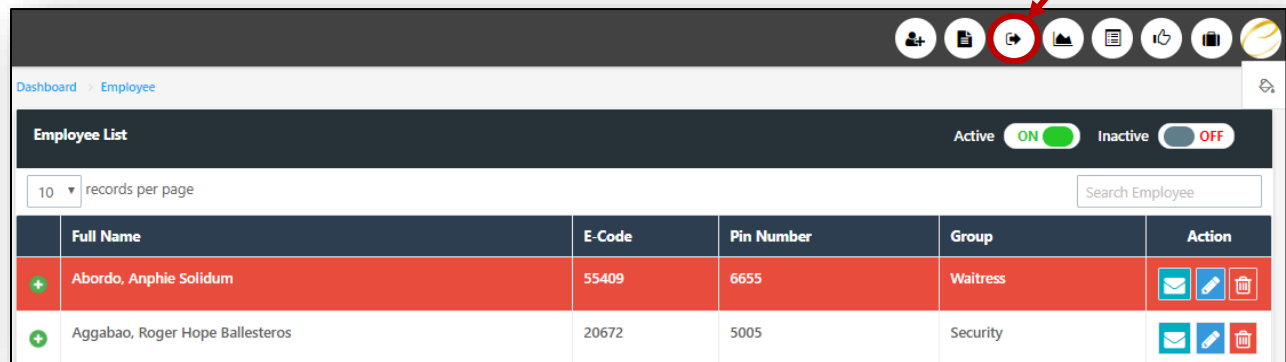










## LEAVE

**LEAVE ENTITLEMENT** - CREATE A LEAVE ENTITLEMENT FIRST BEFORE APPLYING FOR LEAVE.

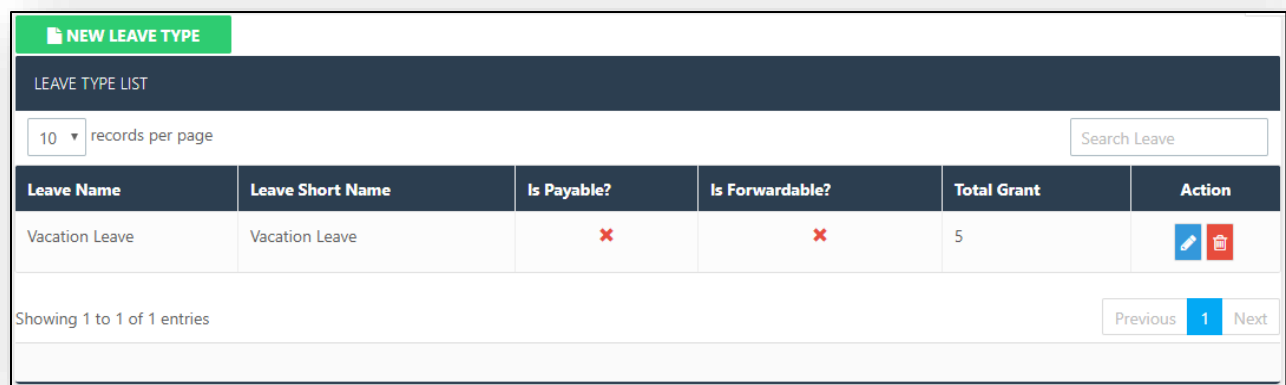
**LEAVE ENTITLEMENT**





	Full Name	E-Code	Pin Number	Group	Action
+	Abordo, Anphie Solidum	55409	6655	Waitress	  
+	Aggabao, Roger Hope Ballesteros	20672	5005	Security	  

FIRST, SELECT THE EMPLOYEE. YOU CAN SEE THAT IT'S HIGHLIGHTED COLOR RED.

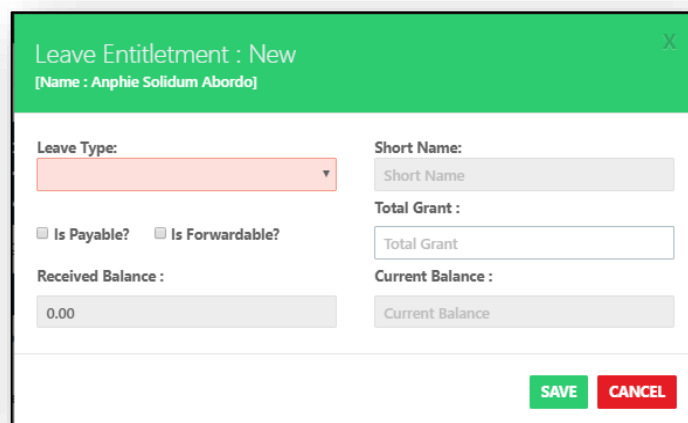
THEN CLICK THE LEAVE ENTITLEMENT.



Leave Name	Leave Short Name	Is Payable?	Is Forwardable?	Total Grant	Action
Vacation Leave	Vacation Leave	X	X	5	 

Showing 1 to 1 of 1 entries

## CREATE NEW LEAVE ENTITLEMENT



Leave Entitlement : New  
[Name : Anphie Solidum Abordo]

Leave Type:

Short Name:

☐ Is Payable? ☐ Is Forwardable?

Total Grant:

Received Balance:

Current Balance:

**LEAVE TYPE** – CHOOSE WHAT KIND OF LEAVE.

**TOTAL GRANT** – TOTAL DAYS OF ALLOWED LEAVE.