



LEAVE FORM

Year: 2024

Emp.#: 1479
SIL: 5

Name: Jennifer M. Pinos
Position: HR Associate

Date Hired: May 25, 2020
Regularization Date: Nov. 24, 2020

Types of Leave	Date of Absent	Date Filed	No. of day/s	Reason/s	Emp. Sign	Supv. Sign	HR Sign	Top Mgt Sign
Vacation/ Sick Leave	24-02-07	24-02-06	2	Labtest & Follow up check up of my daughter	offing			
	24-04-01	24-04-01	1	Follow up check up of my daughter	offing			
	2024-10-09	2024-09-27	1	Scheduled 2D Echo of my daughter/ Submission of Solo Parent requirements & application to City hall.	offing			
Solo- Parent Leave								
Maternity Leave								
Paternity Leave								

FM-HR-017-02