 **LEAVE / OFFSET / UNDERTIME / OT REQUEST FORM 2023**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee:** | | | | | | **Employee Number:** | | | | |
| **Request for:** *(Please tick appropriate box.)* | | | | | | **Department:** | | | | |
|  | **Vacation Leave** | |  | **Emergency Leave** | | |  | **Maternity/Paternity Leave** | | |
|  | **Sick Leave** | |  | **Solo Parent Leave** | | |  | **Overtime** | | |
|  | **Offset** | |  | **Undertime** | | |  | **Others, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| **Date(s) Request:** | | | | | | **From: Time Rendered:**  **To :** | | | | |
| **Further Reasons:** | | | | | | | | | | |
| **Prepared By:** | | | | | **Supervisor/ Manager:**  **/ DIANA JEAN V. MESA** | | | |  | **Approved** |
| **Signature Over Printed Name** | | | | | **Signature Over Printed Name** | | | |  | **Rejected** |
| **Remarks/Comments:** | | | | | | | | | | |
| **Leave Balances** | | | | | | | | | | |
| **LEAVE AVAILABLE** | |  | | | | **[ ] With Pay**  **[ ] Without Pay** | | | | |
| **APPLIED** | |  | | | |
| **BALANCE** | |  | | | |
| **QF-SP001-J Rev 0 Effective October 1, 2019** | | | | | | | | | | |

 **LEAVE / OFFSET / UNDERTIME / OT REQUEST FORM 2023**

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| **Employee:** | | | | | | **Employee Number:** | | | | |
| **Request for:** *(Please tick appropriate box.)* | | | | | | **Department:** | | | | |
|  | **Vacation Leave** | |  | **Emergency Leave** | | |  | **Maternity/Paternity Leave** | | |
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| **Date(s) Request:** | | | | | | **From: Time Rendered:**  **To :** | | | | |
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| **LEAVE AVAILABLE** | |  | | | | **[ ] With Pay**  **[ ] Without Pay** | | | | |
| **APPLIED** | |  | | | |
| **BALANCE** | |  | | | |
| **QF-SP001-J Rev 0 Effective October 1, 2019** | | | | | | | | | | |