



LEAVE REQUEST FORM

EMPLOYEE NAME: Redentor Pedrosa Valerio **DATE PREPARED:** April 25, 2023
POSITION: Full Stack Engineer **DEPARTMENT:** Systems Department

LEAVE APPLIED FOR:

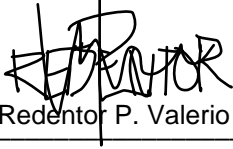
☐ Unpaid Leave ☐ Paid Leave (S.I.L) ☐ Maternity Leave ☒ RTO
☐ Vacation Leave ☐ Sick Leave ☐ Emergency Leave ☐ Others:

INCLUSIVE DATES: May 5, 2023 to May 6, 2023 **TOTAL NO. OF DAYS:** 2

REASONS/JUSTIFICATION:

Attending birthday occasion

APPROVED? ☐ YES ☐ NO

REQUESTED BY:  Redentor P. Valerio Employee's Signature - Date	APPROVED / REJECTED BY: Immediate Supervisor - Date	NOTED BY: HR Officer
--	--	---

NOTE: This form must be accomplished and submitted to HR Department.

DEADLINE: Two weeks (14 days) before the effectivity for Vacation Leave / RTO and five days (5) before payroll for Sick Leave.

REQUIREMENT: Medical Certificate is required for filing more than one (1) day of Sick Leave .