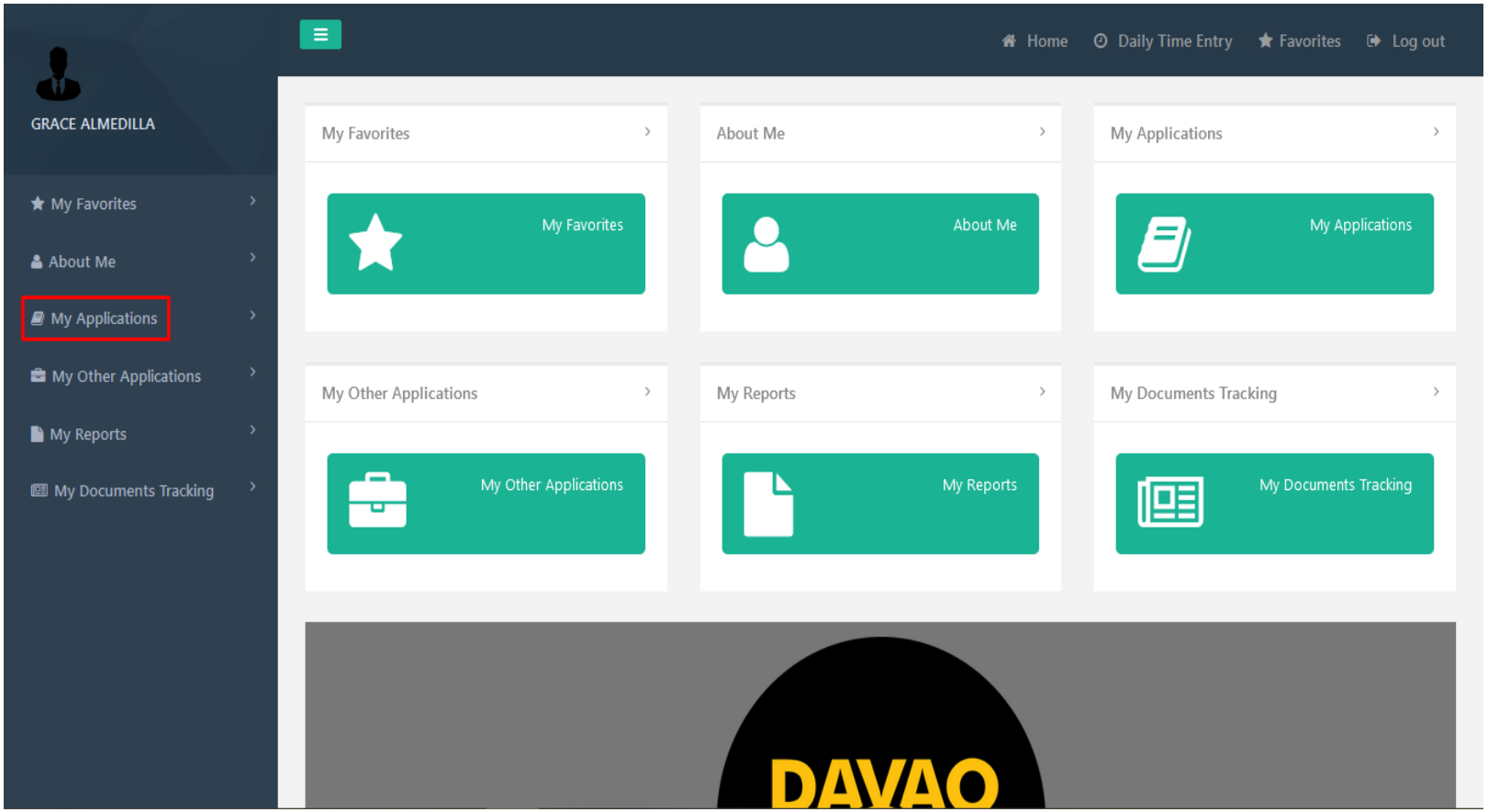
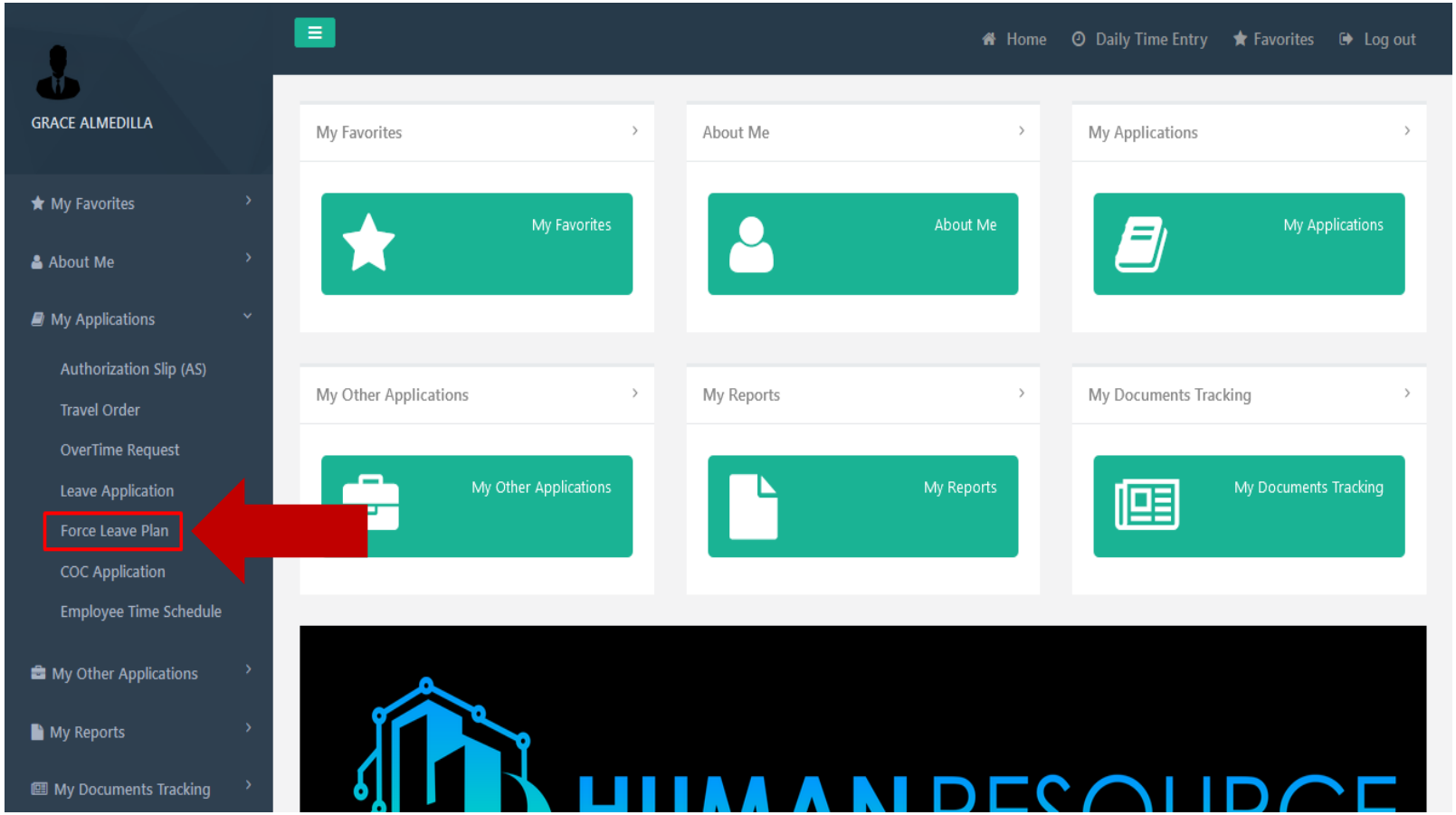
FORCE LEAVE PLAN FOR INDIVIDUAL ENTRY

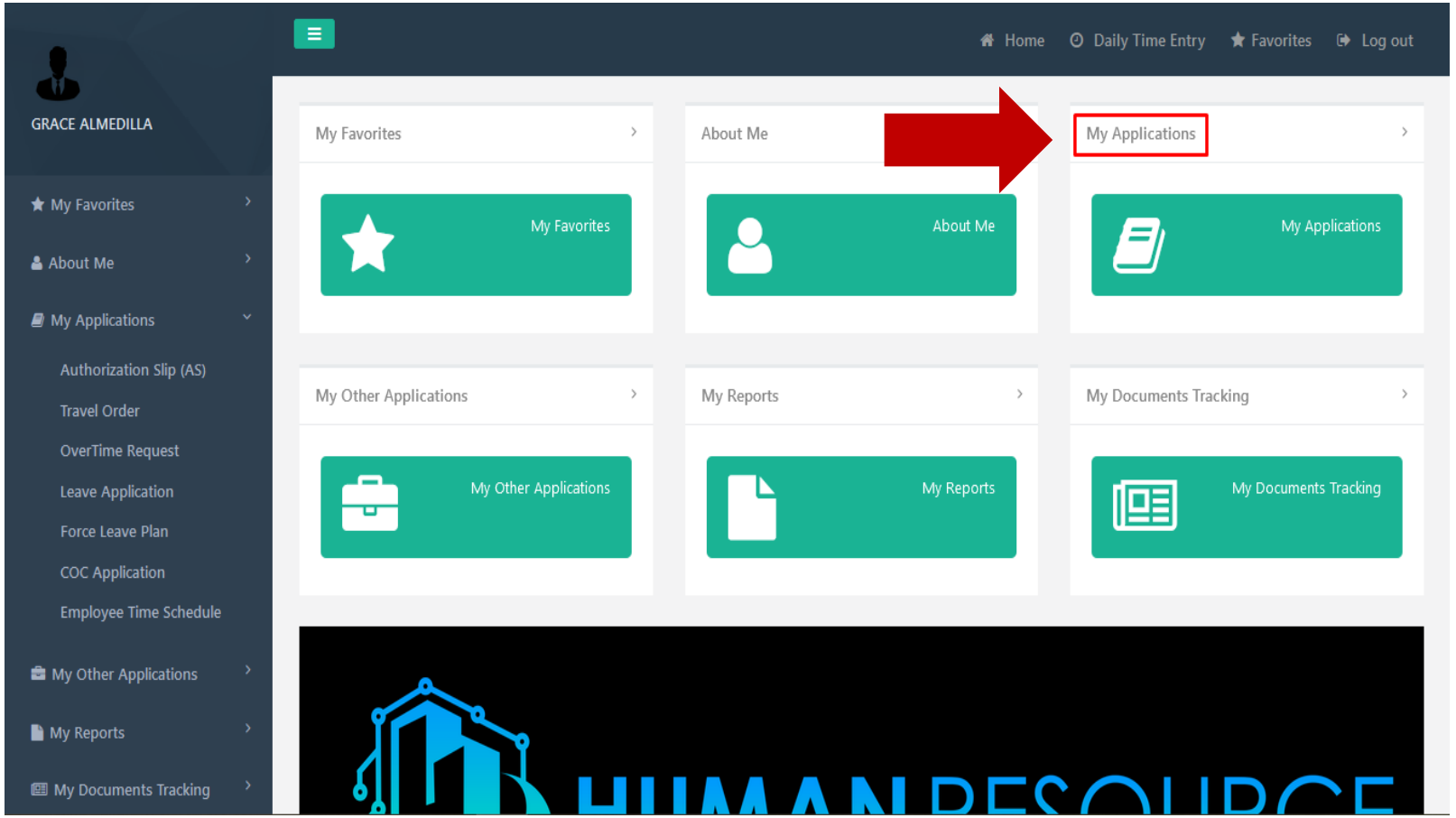
CASUAL AND REGULAR

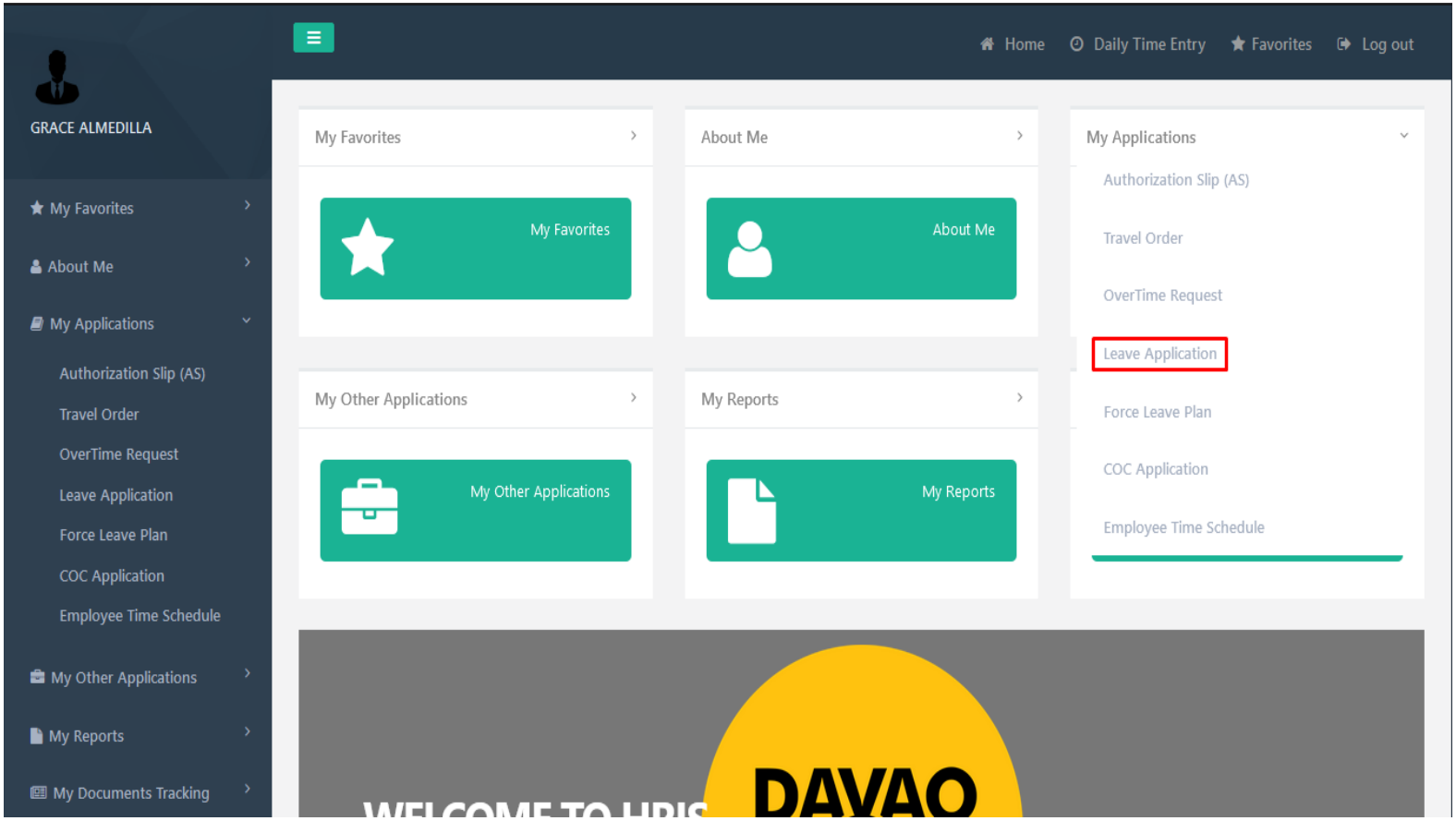
Navigate to My Applications -> Force Leave Plan




GRACE ALMEDILLA
Home
Daily Time Entry
Favorites
Log out
My Favorites
About Me
My Applications
Authorization Slip (AS)
Travel Order
OverTime Request
Leave Application
Force Leave Plan
COC Application
Employee Time Schedule
My Other Applications
My Reports
My Documents Tracking
My Favorites
About Me
My Applications
My Other Applications
My Reports
My Documents Tracking

Note: You can also navigate to main page **expandable menu buttons**. To navigate click the **My Applications** dropdown list will be visible click **Force Leave Plan** to continue.

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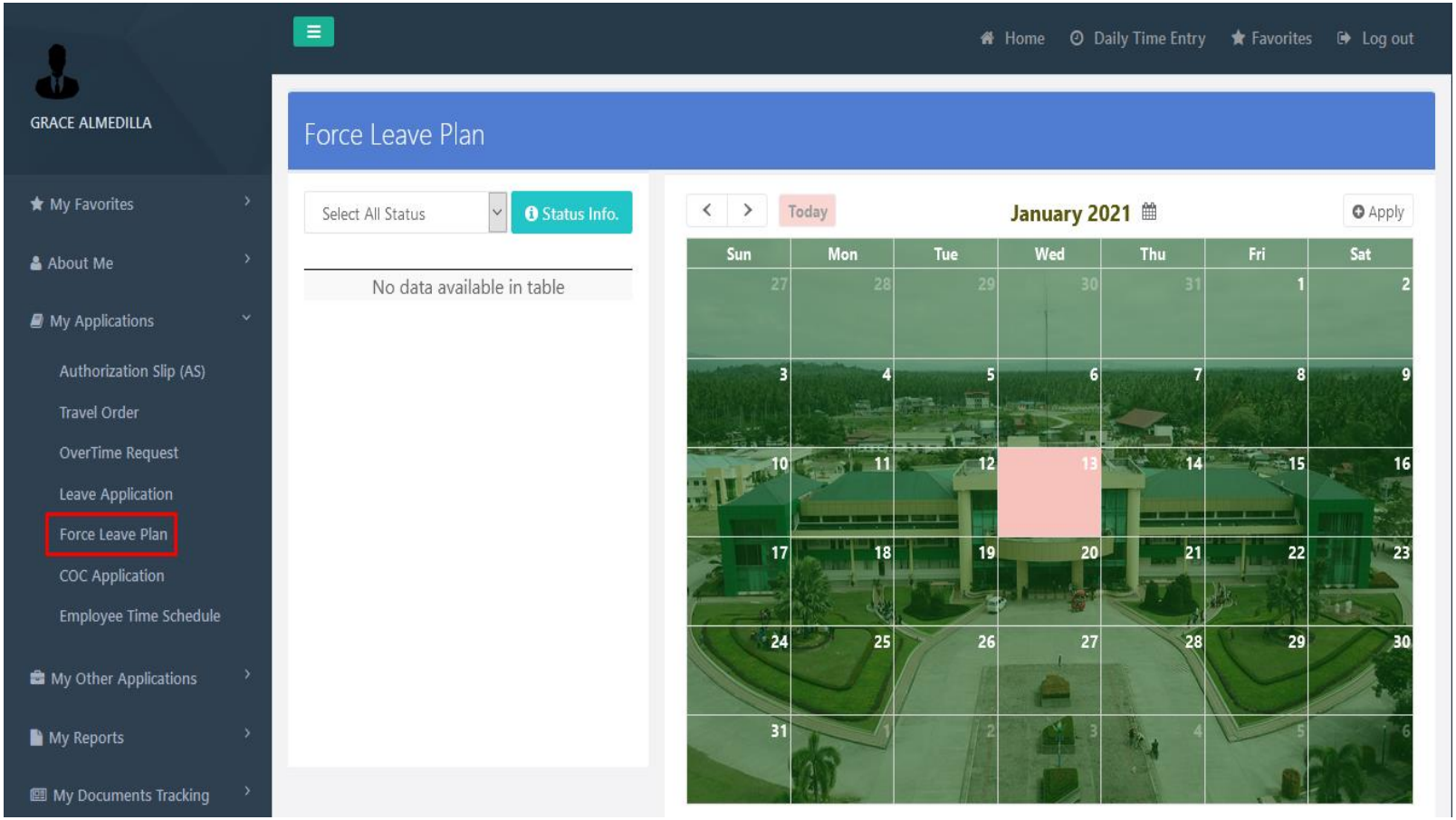
DAVAO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Leave Application
Force Leave Plan
COC Application
Employee Time Schedule
My Other Applications
My Reports
My Documents Tracking
Force Leave Plan
Select All Status
Status Info.
No data available in table
Today
January 2021
Apply
Sun
Mon
Tue
Wed
Thu
Fri
Sat

How to add or apply Force Leave Application?

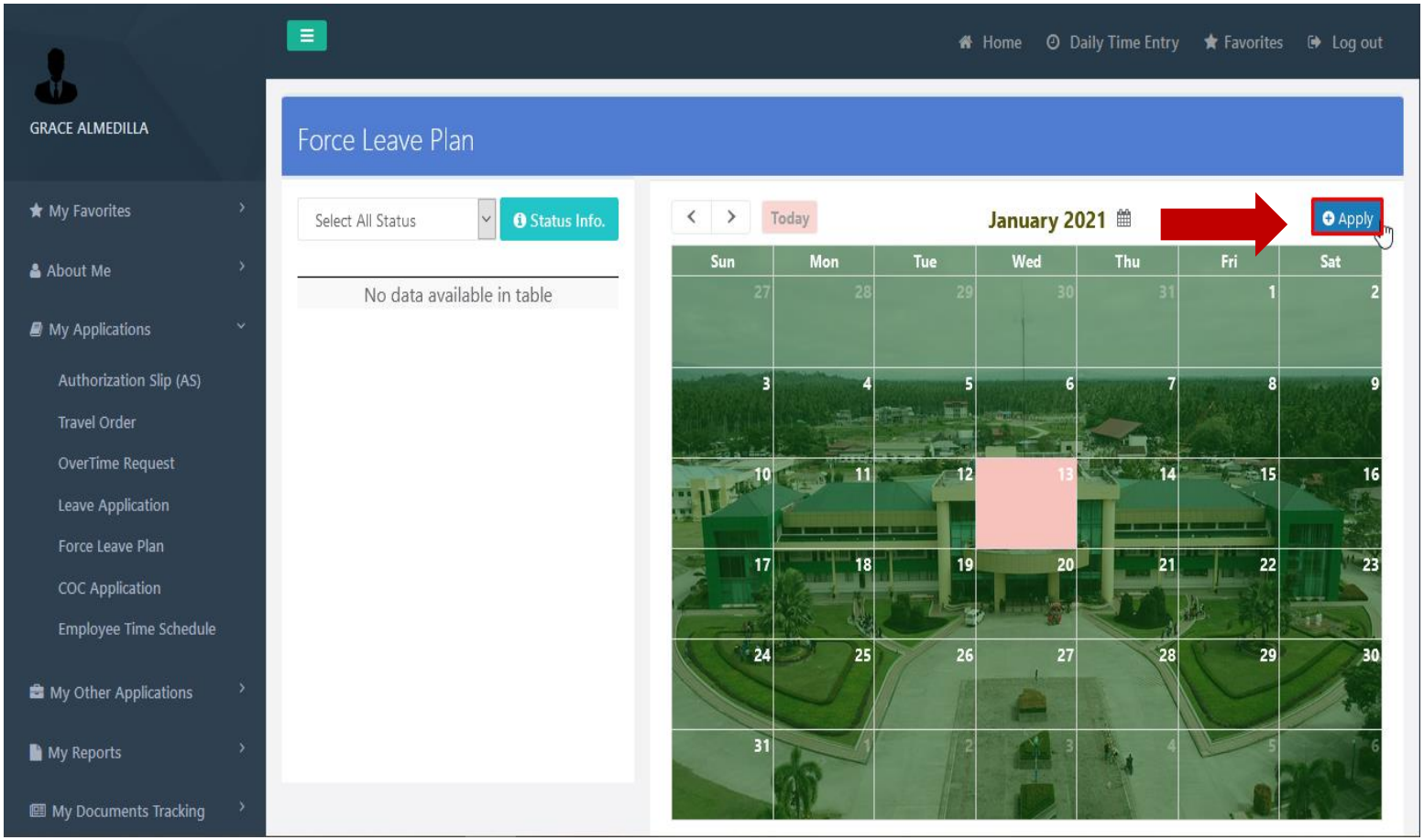
Note:

The **force leave application** modal page having required fields that needs to have values seems you will not be able to save the data if fields aren't filled with information. On the other hand, there are two (2) ways to add force leave application.

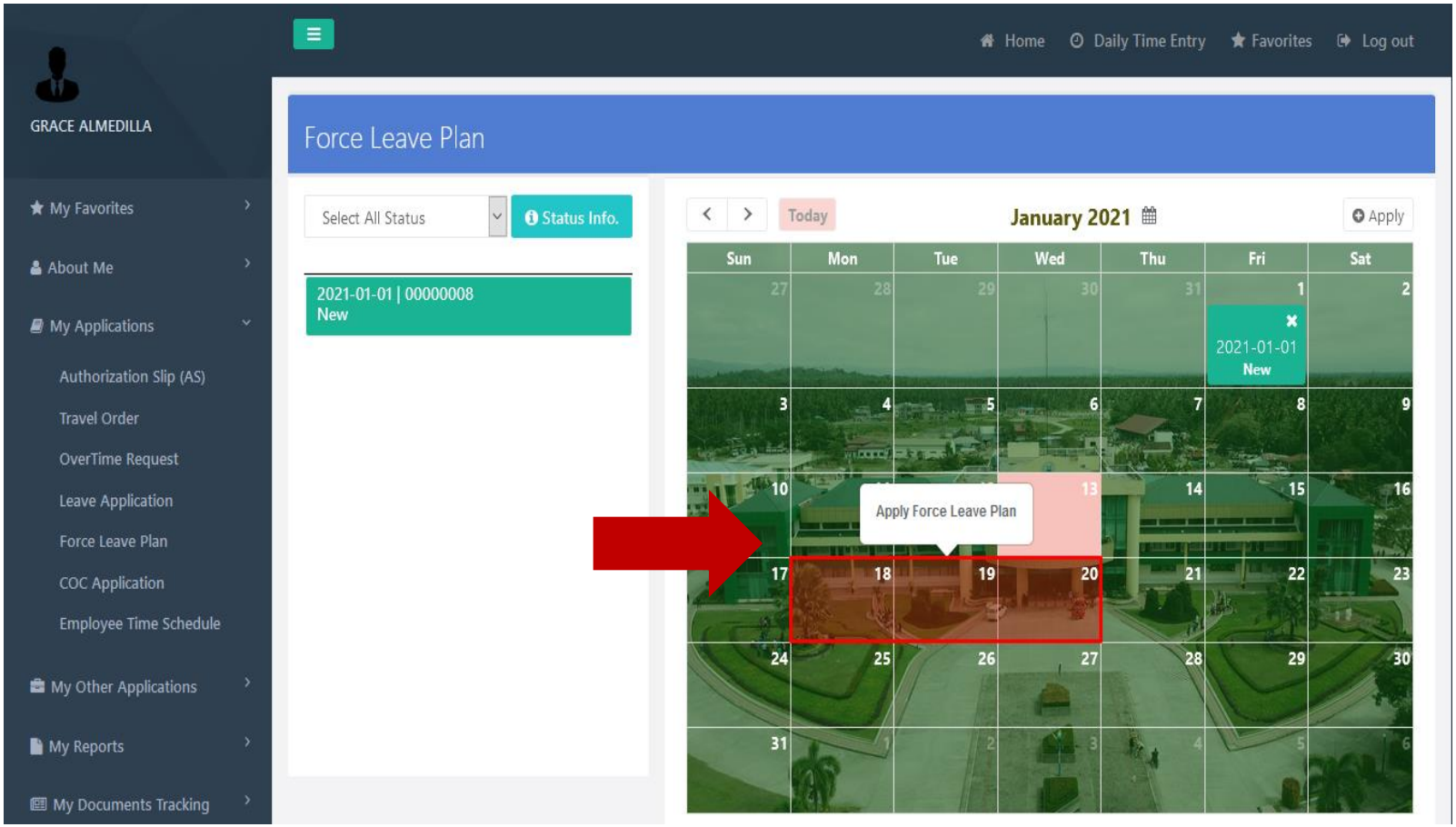
- Click **apply button** or;
- Select **Date of Force Leave** covered for force leave application in main page before clicking the **apply force leave application.**

Though different ways but still the same, select **plan date** then select button to add force leave application date in the dropdown grid.

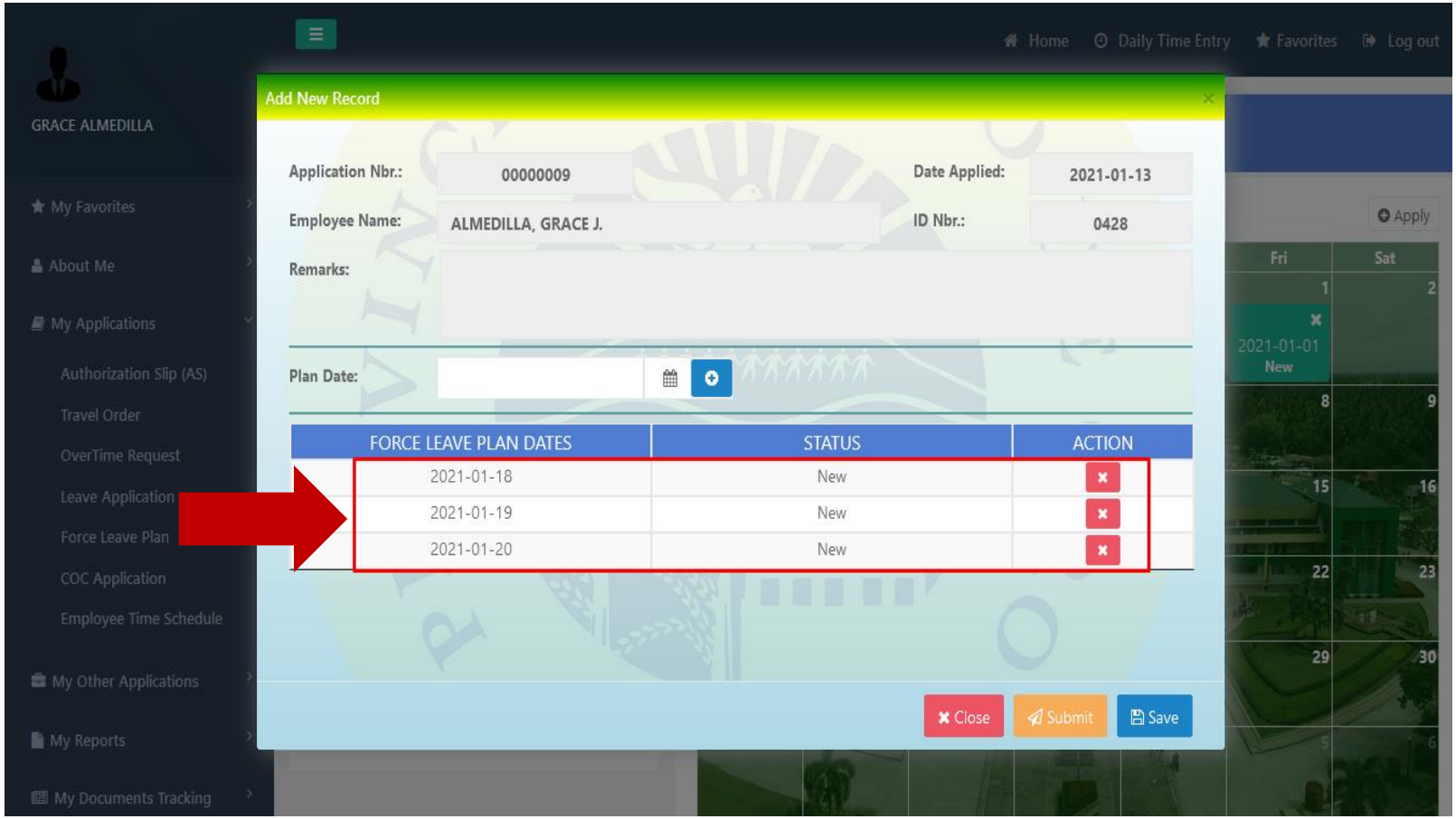
Click **apply button**



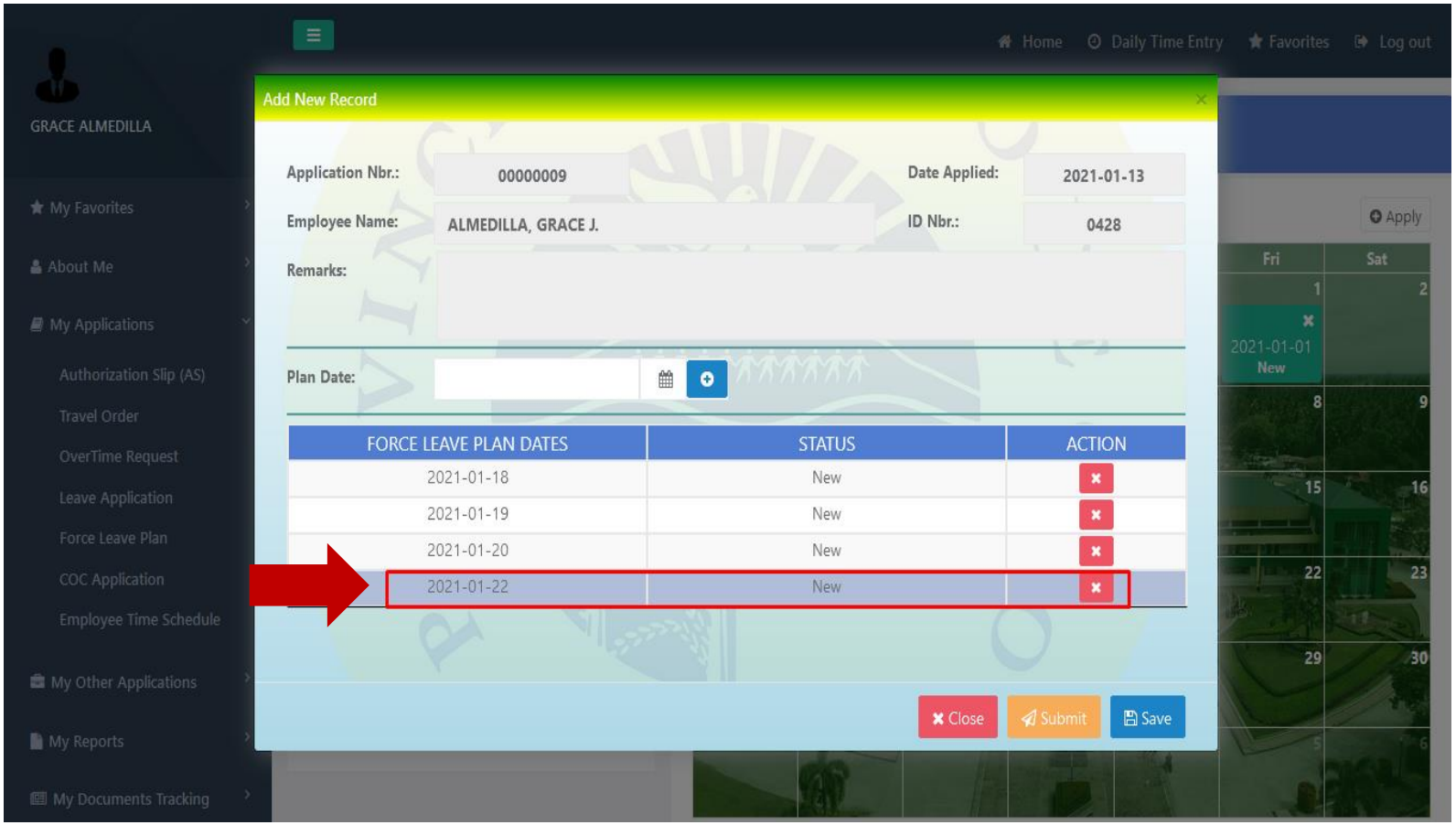
Step 1: Select specific **force leave plan, month, year** and **date**. You can choose to apply force leave by applying one at a time or You can also apply multiple force leave if the dates are consecutive.



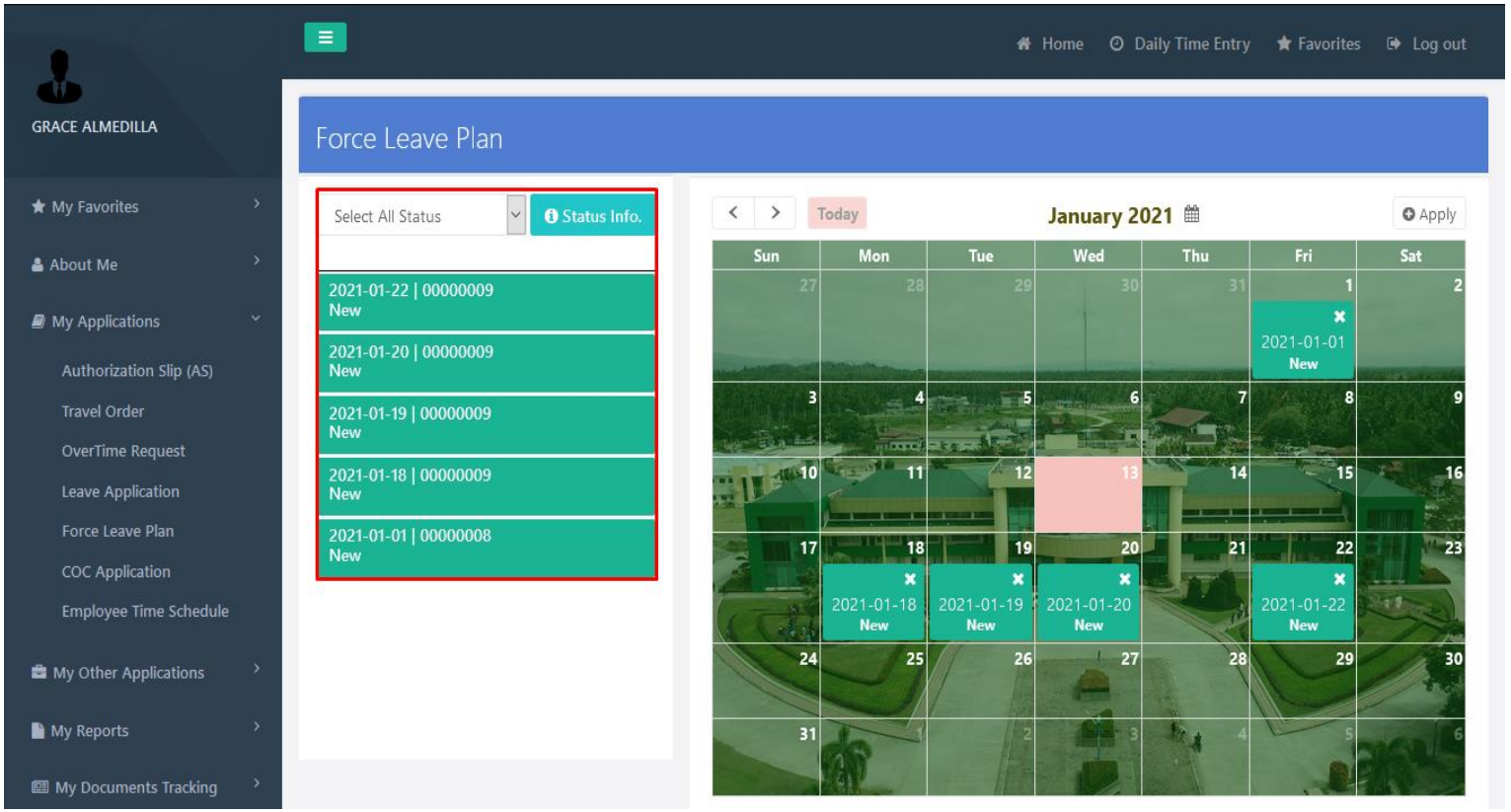
Step 2: After selecting **multiple force leave application** it will automatically view in the down grid below. But if there is an additional force leave application but not a consecutive date just select the **plan date** and click add button and this will be added in the drop down grid below



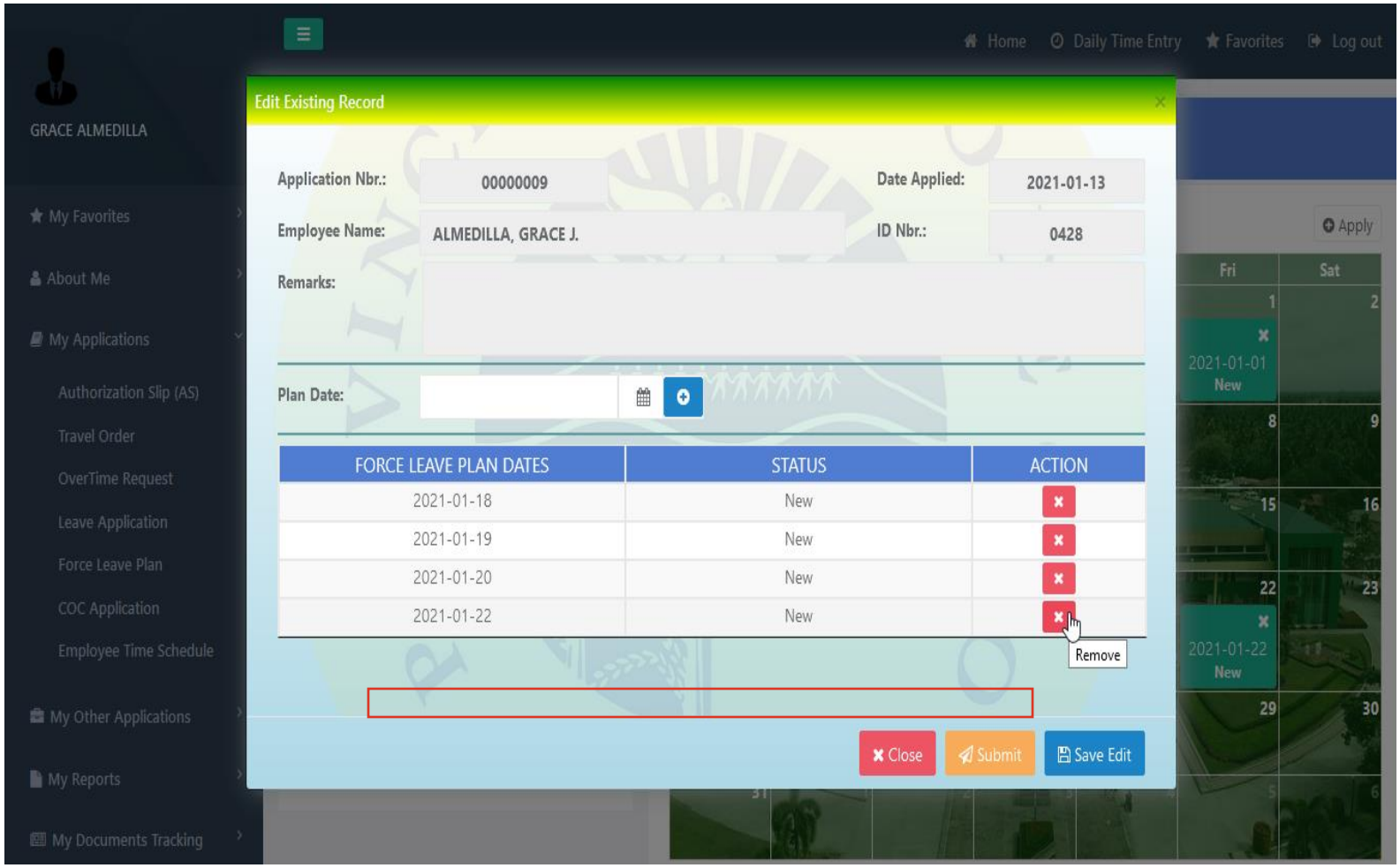
Step 3: Once you have selected specific **plan date** record that you want to apply, the down grid shows the additional plan date that you applied. Then click Save button.



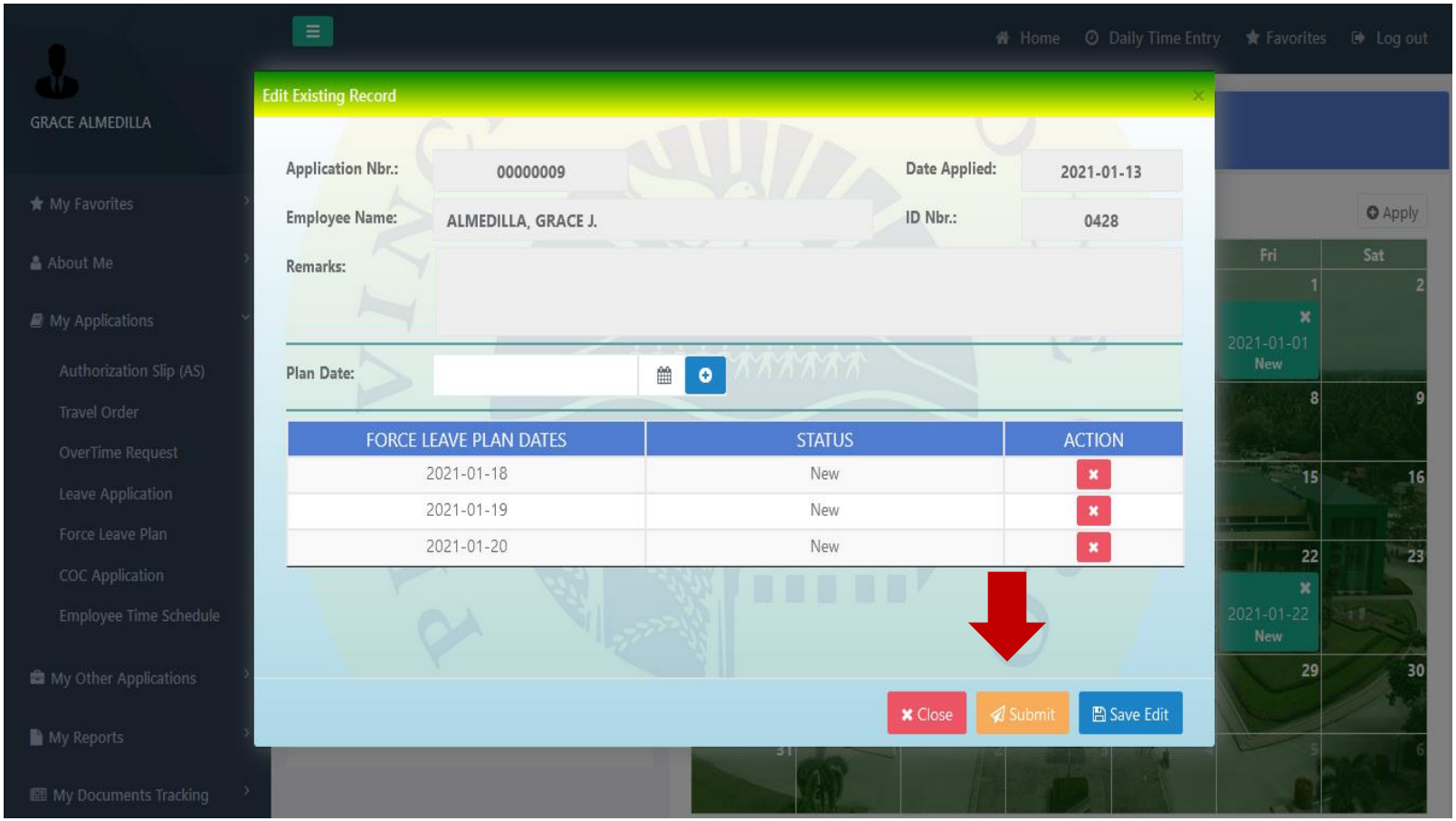
Step 4: Status info is **New**



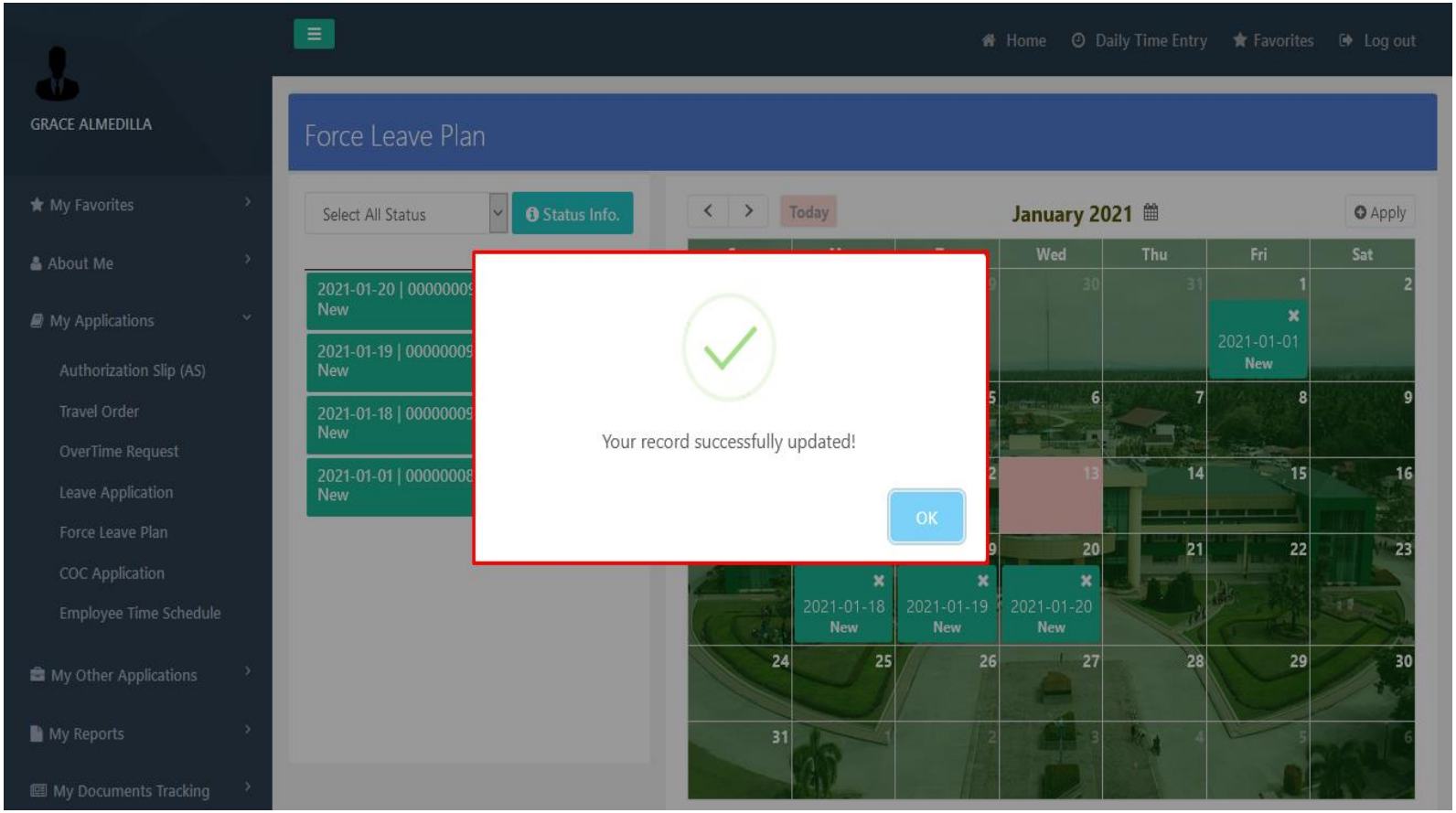
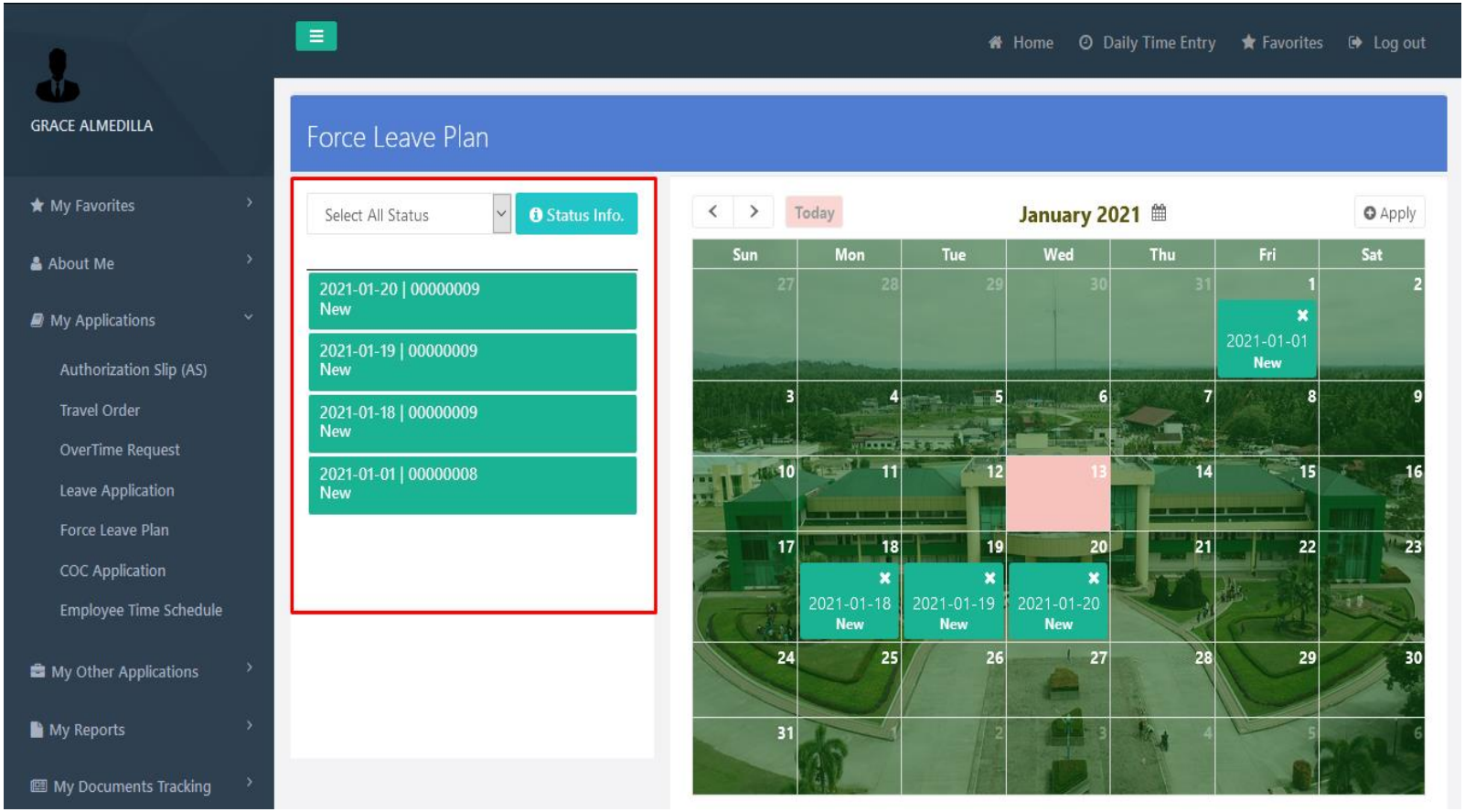
Step 5: Select application



Step 6: The selected record in the down grid below are already remove, click Save Edit to save new changes. If you are sure that all the information in your force leave application is correct you can able to submit it Click Submit button.



Step 7: Save new changes of record are successfully updated click OK button.



Step 8: The existing record are already updated, status info is new.