

APPLICATION FOR LEAVE

1. OFFICE/UNIT	2. NAME Last First Middle	3. EMPLOYEE NUMBER
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4. DATE OF FILING	5. POSITION	6. SALARY/mo. (to be supplied by HRDO)
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7. a) TYPE OF LEAVE APPLIED FOR:

- | | |
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| <p>Cumulative</p> <p><input type="checkbox"/> Vacation leave</p> <p><input type="checkbox"/> Sick Leave</p> <p><input type="checkbox"/> Terminal leave</p> <p><input type="checkbox"/> Mandatory leave</p> <p>b) COMMUTATION</p> <p>{ } Requested</p> <p>{ } Not Requested</p> | <p>Non-Cumulative</p> <p><input type="checkbox"/> CSC MC# 6 (Special Leave)
maximum of 3 days
(specify) _____</p> <p><input type="checkbox"/> CNA (Special Leave)
maximum of 3 days
(specify) _____</p> <p><input type="checkbox"/> Maternity leave</p> <p><input type="checkbox"/> Paternity leave</p> <p><input type="checkbox"/> Rehabilitation leave</p> <p><input type="checkbox"/> Parental leave (Solo Parent leave)</p> <p><input type="checkbox"/> Reenergizing leave</p> <p><input type="checkbox"/> Summer Teacher's leave</p> <p><input type="checkbox"/> Others: _____</p> |
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- d) WHERE LEAVE WILL BE SPENT**
- [1] IN CASE OF VACATION LEAVE**
Outside the Philippines _____
- [2] IN CASE OF SICK LEAVE**
- In hospital (specify) _____
- Out-patient (specify) _____

c) NUMBER OF DAY/S APPLIED FOR
INCLUSIVE DATES _____

Signature of Applicant, Date Signed

DETAILS OF ACTION ON APPLICATION

8. RECOMMENDATIONS:

Approved Disapproved (reason) _____

Immediate Supervisor, Date Signed

Approved Disapproved (reason) _____

Head of Unit, Date Signed

9. b) APPROVED
(refer to Responsibility Matrix at the back)

days with pay

days without pay

others

(Signature)

(Authorized Official)

Date Signed

9.a) CERTIFICATION OF REMAINING LEAVE CREDITS AS OF FILING INCLUDING THIS APPLIED LEAVE

Cumulative			Non-Cumulative		
Vacation	Sick	TOTAL		Availed	Balance
Days	Days	Days	CSC		
			CNA		
			Paternity		
			Parental leave		
			Reenergizing		
			Administrator's		
			Rehabilitation		
			Others:		

HRDBD

INSTRUCTIONS

1. Applicant shall fill up items 1 to 5 and 7 of the Application Form (2 copies).
2. Application for sick leave filled in advance or exceeding five (5) days shall be accompanied by a medical certificate. In case medical consultation was not availed of, an affidavit should be executed by the applicant.
3. Application for leave other than sick leave shall be filled in advance, at least five (5) days before going on such leave.
4. The following should be attached to leave applications for:
 - a. Maternity leave - Medical certificate
 - b. Paternity leave - Medical certificate
 - c. Rehabilitation leave - Medical certificate and Certification of the University Health Service Director
 - d. Solo Parent leave - ID issued by the Municipal/City Welfare Office
5. An employee who is absent without approved leave shall not be entitled to his salary corresponding to the period of his unauthorized leave of absence
6. An application for leave of absence for thirty (30) calendar days or more shall be accompanied by a clearance from money and property accountabilities.

3. Administrators' Leave-maximum of ten (10) days
 - a. May be availed by faculty members -administrators during the year he has administrative load credit of 9 to 12 units. When the administrative service is less than a year, the academic leave shall be pro-rated accordingly;
 - b. Non-cumulative and non-commutable;
 - c. Should a faculty administrator avail of academic leave then resign from the office, the leave shall be charged against his regular leave credits.
4. Reenergizing Leave-
 - a. Availability of the privilege depends on the announcement from the Office of the President, Usually before the start of the first semester of an academic year for a maximum of five (5) days;
 - b. May be availed by the University Officials (President, Vice-Presidents, Assistant Vice-Presidents, University Secretary, Chancellors, Vice-Chancellors, University Registrars, Deans, Associate Deans, Directors, Deputy Directors, College Secretaries, Department Chairs and Heads of Units;

CONDITIONS

1. CSC Special Leave Privileges, maximum of three (3) days
May be availed by all administrative personnel, Research Extension and Professional Staff (REPS), and faculty members with administrative functions.
2. CNA Special Leave Privileges, maximum of three (3) days
May be availed by all employees

The CSC and CNA Special Leave Privileges are non-cumulative and non-commutable. These leave privileges may be availed by the employee when the occasion is personal to him and that to his immediate family and may be used in any of the following:

TYPE OF LEAVE	MAMIMUM NUMBER OF DAYS ALLOWED
Birthday	1
Emergency, in case of earthquake, typhoon, flood and other natural and/or man-made disasters or calamities, subject to certification from the proper authorities.	
Enrollment	1
Graduation	1
Hospitalization for immediate members of the family	
Wedding and Honeymoon	
Wedding Anniversary	1
Relocation, subject to submission of a certification from the barangay	2
Burial/Mourning, in case if death of the spouse or any of the children, parents, brothers, or sisters	
Government transaction	3
Domestic emergency	3

9. b) RESPONSIBILITY MATRIX

All leave applicant ions endorsed by the heads of units must have the following authorized signatory:

- | | |
|----------------------|--|
| A. 1 to 3 days | - to be approved by the Human Resources Development and Benefits Divisions (HRDBD) Chief, the date of reckoning should be one month cumulative |
| B. 4 to 29 days | - to be endorsed by the HRDBD Chief and approved by the HRDO Director |
| C. 30 days and above | - to be endorsed by the HRDO Director and approved |
- and terminal leave by the Vice-Chancellor for Administration regardless of number of days