



LEAVE APPLICATION FORM

ERGCVMC Human Resource Department

I. Employee and Leave Details

Employee's Name		Date Filed	
Department		Date of Hire	

Leave to be Requested		Reason	From	Date
<input type="checkbox"/>	Planned Leave		To	Date
<input type="checkbox"/>	Unplanned Leave (Emergency/Sick Leave)		<input type="checkbox"/>	Check if applying for voluntary unpaid leave(s). (Regular employees only)
<input type="checkbox"/>	Bereavement Leave		Total No. of day(s) applied leave(s)	
<input type="checkbox"/>	Maternity Leave		No. of day(s) for applied paid leave (s)	
<input type="checkbox"/>	Paternity Leave		No. of day(s) of applied for voluntary unpaid leave(s)	
<input type="checkbox"/>	Solo Parent Leave		<input type="checkbox"/>	Regular Employee
Employee's Signature			<input type="checkbox"/>	Probationary Employee

Comments / Remarks	
---------------------------	--

Approved by Department Manager / Immediate Superior	Received by Human Resource Department
Signature Over Printed Name	Signature Over Printed Name
Date	Date

ERGCVMC Senior Management Only	
Authorized Signature Over Printed Name <small>(for 5 or more days consecutive planned leave only)</small>	Date

For Human Resource Department Only.		
<input type="checkbox"/> Approved Leave <input type="checkbox"/> Disapproved Leave <input type="checkbox"/> Paid Leave and/or; <input type="checkbox"/> Unpaid Leave	Current leave credit(s) prior to this application	
	No of approved paid leave(s) or credit(s)	
	No. of approved unpaid leave(s)/credit(s) and/or voluntary unpaid leave(s)/credit(s)	
	Remaining leave credit(s) after this application	
Authorized Signature Over Printed Name Date		

II. Procedure for Filing Leave Request

- Complete details and file your leave(s) according to the following schedule:
 - Planned Leave(s): 15 days ahead of time
 - Unplanned Leave: Notify superior at least 4 hours before shift your starts. File leave(s) filed within 24 hours upon return to work.
 - Sick Leave: Notify superior at least 4 hours before your shift. File leave form within 24 hours together with medical certificate and fit to work.
 - Solo Parent Leave: must follow planned leave filing
 - 5 or more consecutive days of planned leave must get permission/clearance from ERGCVMC Senior Management.
- Any leave form received after stipulated period of filing may not be accepted or treated as day(s) unpaid leave(s).
- Present form to Immediate superior or Department Manager after completion of details for approval. Approval decision will be based on division's schedule if requested date is still available, manpower, production requirement, Etc. Once signed, applicant will forward it to HRD.
- Acquiring Permission/Clearance for 5 or more consecutive days planned leave is the responsibility of the HRD.
- Once signed by Immediate superior/Department Manager or Authorized ERGCVMC Senior Management, application will be processed by HRD for verification of available leave credit. HRD will complete form details and file original copy of leave request. HRD will provide a duplicate copy to Immediate superior or Department manager and another duplicate copy will be given to the applicant thru their superior/manager or directly from HRD.