



Republic of the Philippines

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

Stamp of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPT./DIVISION	Name (Last)	(First)	(Middle)
OUDRRM	Arga	Ariel	Labiran
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)
12/05/2024	Security Guard I		
6. DETAILS OF APPLICATION			
6.a TYPE OF LEAVE TO BE AVAILED OF: ☐Adoption ☐Mandatory/Force ☐Maternity - 7 days Transferable to father/alternate caregiver ☐Maternity - additional 15 days for single mother ☐Monetization ☐Parental (Solo Parent) ☐Paternity ☐Rehabilitation (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) ☒Sick ☐Special Emergency (Calamity) ☐Special Leave Benefits for women ☐Special Leave Privileges ☐Study ☐VAWC (RA No. 9262 / CSC MC No. 15, s. 2005) ☐Vacation Others: _____		6.b DETAILS OF LEAVE: In case of vacation/Special Privilege leave: ☐ Within the Philippines : ☐ Abroad (Pls. Specify) : In case of Sick leave: ☐ In Hospital (Pls. Specify) : ☒ Out Patient (Pls. Specify) : <u>Sick Leave</u> In case of Special Leave Benefits for Women: (Specify Illness) In case of Study leave: ☐ BAR/Board Examination Review ☐ Completion of Master's Degree ☐ Completion of Doctorate Degree ☐ Completion of PHD Degree Other purpose: ☐ Monetization of Leave Credits ☐ Terminal Leave	
6.c NUMBER OF WORKING DAYS APPLIED FOR <u>1 day</u> Inclusive Dates			

INSTRUCTION AND REQUIREMENTS

Application for any type of leave shall be made on this Form and **to be accomplished at least in duplicate** with documentary requirements, as follows:

1. Vacation leave*

It shall be filed five (5) days in advance, whenever possible, of the effective date of such leave. Vacation leave within in the Philippines or abroad shall be indicated in the form for purposes of securing travel authority and completing clearance from money and work accountabilities.

2. Mandatory/Forced leave

Annual five-day vacation leave shall be forfeited if not taken during the year. In case the scheduled leave has been cancelled in the exigency of the service by the head of agency, it shall no longer be deducted from the accumulated vacation leave. Availment of one (1) day or more Vacation Leave (VL) shall be considered for complying the mandatory/forced leave subject to the conditions under Section 25, Rule XVI of the Omnibus Rules Implementing E.O. No. 292.

3. Sick leave*

- It shall be filed immediately upon employee's return from such leave
- If filed in advance or exceeding five (5) days, application shall be accompanied by a medical certificate. In case medical consultation was not availed of, an affidavit should be executed by an applicant.

4. Maternity leave* - 105 days

- Proof of pregnancy e.g. ultrasound, doctor's certificate on the expected date of delivery
- Accomplished Notice of Allocation of Maternity Leave Credits (CS Form No. 6a), if needed
- Seconded female employees shall enjoy maternity leave with full pay in the recipient agency.

5. Paternity leave - 7 days

Proof of child's delivery e.g. birth certificate, medical certificate and marriage contract.

6. Special Privilege leave - 3 days

It shall be filed/approved for at least one (1) week prior to availment, except on emergency cases. Special privilege leave within the Philippines or abroad shall be indicated in the form for purposes of securing travel authority and completing clearance from money and work accountabilities.