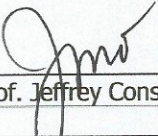


Procedure No:	ADM-PROC-0011
Procedure Title:	Leave Application Procedure
Related Policy:	ADM-POL- 0025 Employee Benefits Policy ADM-POL- 0026 Leave Benefits Policy
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Human Resources Department
"Supersedes" Notification:	
Procedure Description:	The procedure is designed to systematize the application, processing and approval of all kinds of leave benefits.
Areas of Responsibility:	Human Resources Department
Procedure Details:	<p>Step 1. The employee logs in his intranet account to apply for whichever type of leave is applicable.</p> <p>Step 2. In the Leave Application tab, the employee selects the inclusive date and type of leave he is availing. Once all the required information has been entered, the employee should submit the leave application.</p> <p>Step 3. If all the information submitted are correct, the leave application will appear as on-process. In case there are incorrect and missing information in the leave application, the system will automatically inform the employee of the deficiencies.</p> <p>Step 4. The respective superior of the employee holds the authority and responsibility to approve and disapprove all leave applications. The superior is given three (3) days to take action on the leave application.</p> <p>Step 5. The system will automatically approve the pending leave application, in cases when his superior fails to undertake any action after three (3) days of the date of application.</p> <p>Step 6. Any employee who wishes to cancel his leave application should proceed to the office of the HRD and inform the Personnel Assistant.</p>
Procedure Approval Authority:	Director of the Human Resources Department
References:	Employee Manual 2009
Definition:	
Help Page:	Human Resources Department
Prepared by:	Planning, Funding and Development Office
Approved by:	 Asst. Prof. Jeffrey Consignado
Date of Approval:	