

PERSONNEL SERVICES

Filing an application for leave

ABOUT THE SERVICE

PERMANENT AND Casual city government employees are entitled to vacation and sick leave.

Employees accrue leave credits (1.25 days each for vacation and sick leave every month).

Actual leaves are deducted from these leave credits. If an employee's leave period goes beyond the accrued credits, he/she will not be entitled to pay for the excess leave.

Applications for vacation leave must be filled at least 5 days before the leave. For sick leaves, the application must be filed immediately after an employee returns to work.

REQUIREMENTS

- Application for Leave (CSC Form No. 1) -3 copies
- Medical Certificate – for sick leave exceeding 5 days
- Clearance from money and/or property responsibilities- if leave will last for 30 calendar days or more.

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Fill up Application for Leave Form Accomplish 3 copies of an Application for Leave Form, and have it approved by the Department Head or Chief of Office.		JUAN L. ALBA JR. Casual
2. File Application for Leave Submit the Application for Leave Form together with the requirements above.	2 minutes	ROSEMARIE DE LA CRUZ Administrative Asst. I
3. Processing of Leave Form Human Resource office clerk records Application for Leave; makes sure that supporting documents are in order; computes accrued leave credits; and processes Application for Leave form.	15 minutes	REBECCA A. BANSON Administrative Officer IV (HRMO-II)
4. Approval of Leave Computation City Human Resource Management Officer approves the computation on the Application for Leave.	3 minutes	MARILYN G. ALBARAN City Gov't. Asst. Dept. Head I (HRMO)
5. Approval by the City Mayor Get the processed Application for Leave; and submit the form to the City Mayor for Approval. Furnish the HRMO a copy of the form after approval by the City Mayor.	2 minutes	VICENTE B. BERMEJO City Mayor (or Authorized Representative)