



Republic of the Philippines
CITY OF KORONADAL WATER DISTRICT
 Blk. 1 Casa Subd., Koronadal City

APPLICATION FOR LEAVE

Date: _____

AL No. _____

Type of leave applied for:

- Vacation Leave
- Sick Leave
- Maternity Leave
- Paternity Leave
- Special Leave

Reason(s) for leave:

Date(s) of Leave: _____

Number of Working days of Leave: _____

Name of Employee: _____

Employee No.: _____

Division: _____

Prepared by:

Verified by:

Recommending Approval:

Approved/Disapproved by:

Employee

Administrative/Personnel
Officer

Division Manager

General Manager

To be filled by personnel officer:

Leave _____ with pay for ____ days

_____ without pay ____ days

	Vacation	Sick	Forced	Special
Balance of unused earned leave				
Less: No. of Days of this Application				
Balance after this application				