| Global Colleges APPLICATION FOR LEAVE | Global Reciprocal Colleges | Global APPLICATION FOR LEAVE | | |
|--|--|--|---|--|
| Colleges Employee Name: EMP | PLOYMENT STATUS: Cólleges Employee Name: | | EMPLOYMENT STATUS: | |
| Branch/Dept.: Date of Filing: | RegularBranch/Dept.:ProbationaryBranch/Dept.:Poject BasedDate of Filing: | | Regular Probationary Poject Based | |
| Date of Leave From: To: N Reason for Leave: | Apprentice Io. of Day/s: Date of Leave From Reason for Leave: | : То: | Apprentice No. of Day/s: | |
| Requested by: Approved by: | Noted by: Requested by: | Approved by: | Noted by: | |
| Employee's Signature Immediate Supervisor Executive Director | HR Manager Employee's Signature | Immediate Supervisor Execut | ive Director HR Manager | |
| Pls. Check: With Pay [Days] [Hrs.] [Mins.] | Remaining Leave Pls. Check: With Pay [| Days] [Hrs.] [Min | s.] Pls. Check: Remaining Leave | |
| | | Days] [Hrs.] [Mir | | |
| | | | | |
| Global Colleges APPLICATION FOR LEAVE | Global | Global Colleges APPLICATION FOR LEAVE | | |
| Employee Name: EMP | PLOYMENT STATUS: Regular | | EMPLOYMENT STATUS: Regular | |
| Branch/Dept.: Date of Filing: | Probationary Branch/Dept.: | | Probationary | |
| | Apprentice | | Poject Based Apprentice | |
| Date of Leave From: To: N Reason for Leave: N | Io. of Day/s: Date of Leave From Reason for Leave: | : To: | No. of Day/s: | |
| Requested by: Approved by: | Noted by: Requested by: | Approved by: | Noted by: | |
| Employee's Signature Immediate Supervisor Executive Director | HR 1 Manager Employee's Signature | Immediate Supervisor Executi | ive Director HR Manager | |
| Pls. Check: With Pay [Days] [Hrs.] [Mins.] Pls. Check: VL | Remaining Leave Pls. Check: | Days] [Hrs.] [Min | s.] Pls. Check: Remaining Leave | |
| W/out Pay[Days] Hrs.] Mins] SL 1 | | | | |