



## Application for Leave

Leave Application is a formal way of requesting to the concerned authority to file a leave of absence for a particular time period and not to report for work with or without pay as may be provided by law and as the rules prescribed in Rule XVI of Executive Order No. 292.

|  |   |  |                           |  |
|--|---|--|---------------------------|--|
| <b>Office or Division:</b>   | Santa Rosa (NE) Water District / Administrative Services - HR             |  |                           |  |
| <b>Classification:</b>   | Simple  |  |                           |  |
| <b>Type of Transaction:</b>  | G2C- Government to Citizen  |  |                           |  |
| <b>Who may avail:</b>  | SRWD's Employee with Plantilla Position                                   |  |                           |  |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   | <b>WHERE TO SECURE</b>                                   |                           |  |
| <ul style="list-style-type: none"> <li>❖ One (1) original copy of CSC Form No. 6 (Application for Leave)</li> <li>❖ One (1) original copy of Medical Certificate (for leave of absence exceeding 5 days Sick Leave)</li> </ul> |   | Administrative Services – HR<br><br>Provided by Employee |                           |  |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID***</b>                                | <b>PROCESSING TIME*</b>   | <b>PERSON RESPONSIBLE</b>  |
| 1. Proceed to HR and request to file a leave of absence.   | 1. Provide CSC Form No. 6 (Application for Leave) to requesting employee. | None   | 5 Minutes                 | Administration Services Assistant / Administrative Services Division |
| 1.1 Sign CSC Form No. 6 (Application for Leave)  | 1.1 Evaluate and sign CSC Form No. 6 (Application for Leave).             | None   | 10 Minutes                | Division Manager/ Administrative Services Division                   |
| 2. Wait for the approval.  | 2. Approval by the General Manager.                                       | None   | 8 hours                   | General Manager  |
| 3. End of transaction.   | 3. File and encode approved leave to Employee Leave Card.                 | None   | 5 Minutes                 | Administration Services Assistant/ Administrative Services Division  |
| <b>TOTAL:</b>  |   | <b>None</b>  | <b>8 hours 20 minutes</b> |  |
| <b>END OF TRANSACTION</b>  |   |  |                           |  |