HRMO Form FS-022
Last Rev. 03.03.2009
Rev. 02.01.2010

De La Salle University
DASMARIÑAS

HUMAN RESOURCE MANAGEMENT OFFICE

LEAVE APPLICATION FOR FACULTY MEMBERS (For 14 days below)

Vacation Leave:	To be filed at the HRMO at least 2 days before actual leave
Sick/Emergency/Bereavement Leave:	To be filed at the HRMO on the day you return to work after the sickness/emergency/interment
Half day Leave/s should be specified **am/pm**	

Date Filed _____
Name _____ College/Department _____
Date(s) of Leave _____ Number of Days _____ AM ☐ PM ☐

Nature of Leave (Please check one box)

☐ Vacation Leave

☐ Sick Leave (Less than 3 days : Medical certificate from school nurse is required.
More than 3 days : Medical certificate from attending physician is required.
5 consecutive days or more : Original Certification of "Fit to Work" issued by an authorized physician is required.

☐ Emergency Leave : Nature of Emergency _____
(as defined in Section 5, Article 16 of the 2009-2012 Revised Faculty Manual)

☐ Paternity Leave : (__ 1st, __2nd, __3rd, __4th child) Please attach birth certificate of the child.

☐ Bereavement Leave : Relationship with the deceased _____
Please attach death certificate

☐ Parental Leave

_____
Employee's Signature

Recommended for Approval:

☐ **Disapproved**
Reason (s): _____

_____
Printed Name and Signature of Dept. Chair
Date Signed _____

_____
Printed Name and Signature of Dean/Immediate Head
Date Signed _____

To be filled out by HRMO - Faculty Services	
_____ Leave with pay _____ number of days	_____ Leave without pay _____ number of days

Approved:

_____
Director, HRMO

Date Received by HRMO

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