

**APPLICATION FOR LEAVE**

1. OFFICE/AGENCY	2. NAME (Last )	( First )	( Middle )
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3. DATE OF FILING      4. POSITION \_\_\_\_\_      5. SALARY \_\_\_\_\_  
SALARY GRADE \_\_\_\_\_

6. (a) TYPE OF LEAVE : **TERMINAL LEAVE BENEFITS**

**MODE OF SEPARATION FROM THE UNIVERSITY:**

- Compulsory Retirement under R.A. \_\_\_\_\_  
    OPTION 1: \_\_\_\_\_    OPTION 2: \_\_\_\_\_
- Optional Retirement under R.A. \_\_\_\_\_  
    OPTION 1: \_\_\_\_\_    OPTION 2: \_\_\_\_\_
- Others: (please specify)

\_\_\_ Resignation    \_\_\_ End of Appointment    \_\_\_ Survivorship Benefit/Deceased

6. (b) Where leave will be spent:

- 1) In case of vacation leave  
     within the Philippines     abroad (specify)
- 2) In case of sick leave  
     in-hospital                       out-patient
- 3) Commutation:     Requested     Not Requested

EFFECTIVITY DATE OF SEPARATION:

\_\_\_\_\_  
( Signature of Employee)

**DETAILS OF ACTION ON APPLICATION**

7. a) **CERTIFICATION OF LEAVE CREDITS :**

as of \_\_\_\_\_

Vacation	Sick	Total
Days	Days	Days

7. b) **RECOMMENDING**

- approval of Terminal Leave Benefit
- disapproval of Terminal Leave Benefit

\_\_\_\_\_  
( Personnel Officer )

\_\_\_\_\_  
HEAD OF COLLEGE / UNIT

Last Day of Actual Service: \_\_\_\_\_

7. c) **APPROVED FOR PAYMENT OF TERMINAL LEAVE BENEFIT**

7. c) **DISAPPROVAL DUE TO:** \_\_\_\_\_



TOTAL VACATION LEAVE AND SICK LEAVE CREDITS EARNED

(net of mandatory or used leaves)

**TERMINAL LEAVE** effective \_\_\_\_\_