

Vacation Leave Form

(Written at)
 Day.....Month Year.....

Subject Requesting for vacation leave
 Dear

I amPosition
 LevelDivision / Faculty
 having vacation leave cumulativeworking day. Qualified for vacation leave this year
 forworking days. Totalworking days. Starting from date
 to date.....requested (schedule for).....day. During my leave I am
 available to be contacted at Telephone no.

(Signature).....
 (.....)

Leave record for the fiscal year

Leave (working day)	This year (working days)	Total (working days)

Remarks of Employer

.....

(Signature)Supervisor
 (.....)

(Signature)

 (.....)

Position.....

Position

Date
/...../.....

Date
/...../.....

Decision

Allowed Disallowed

.....

(Signature)
 (.....)

Position.....

Date
/...../.....