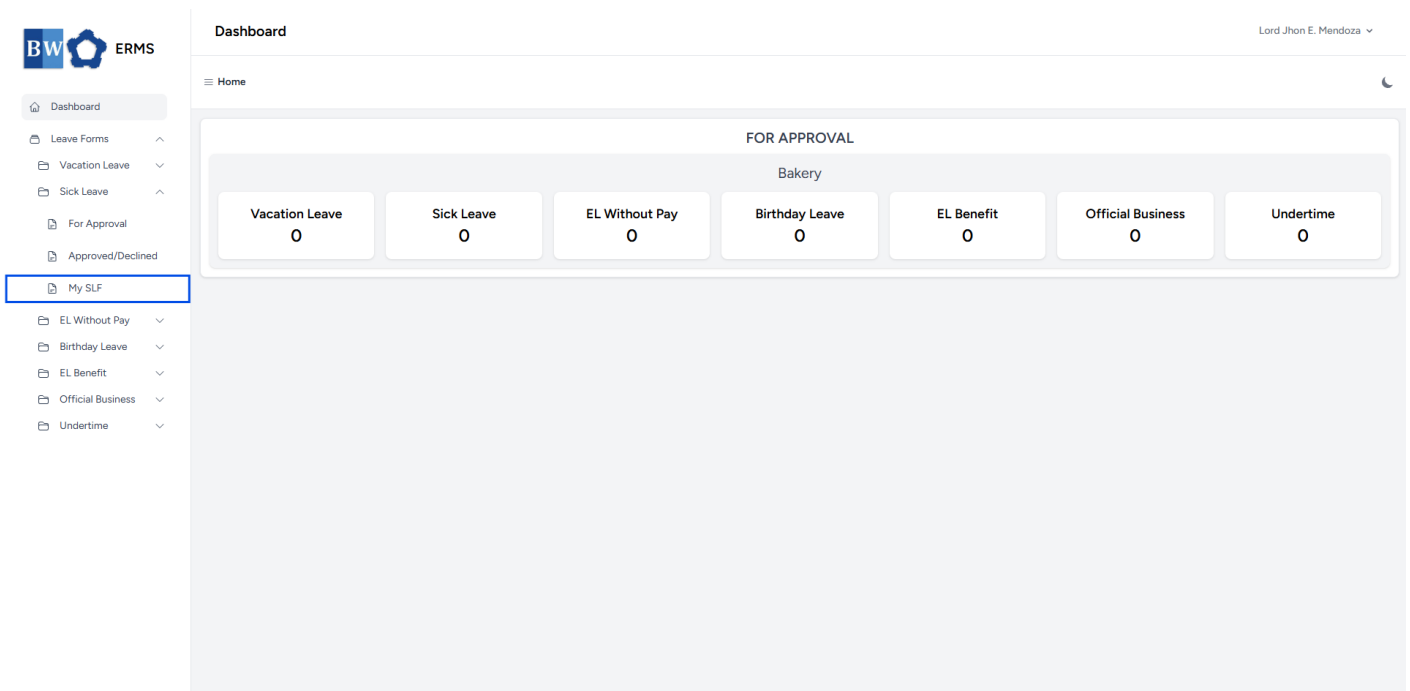


Approver Managers/Supervisors Application

To access the Sick Leave page:

- In the **Sidebar**, click the **Leave Forms** dropdown.
- From the list that appears, select **Sick Leave**.
- Then, click **My SLF** to view your filed sick leaves.



The screenshot shows the ERMS dashboard interface. On the left is a sidebar with a 'Leave Forms' dropdown menu. The 'My SLF' option is highlighted with a blue box. The main content area is titled 'FOR APPROVAL' and displays a 'Bakery' section with seven leave type cards, each showing a count of 0.

Leave Type	Count
Vacation Leave	0
Sick Leave	0
EL Without Pay	0
Birthday Leave	0
EL Benefit	0
Official Business	0
Undertime	0

- It will open the **Sick Leave (My SLF)** page.

- Dashboard
- Leave Forms
- Vacation Leave
- Sick Leave
- For Approval
- Approved/Declined
- My SLF**
- EL Without Pay
- Birthday Leave
- EL Benefit
- Official Business
- Undertime

Home > Forms | SLF | My SLF

SICK LEAVE (SL)

Available SL Credits: **8** | For Approval: **0**

File SLF

10 entries per page Search...

SICK LEAVE

No Emergency Leave Without Pay Filed

Showing 1 to 1 of 1 entries

- On the **Sick Leave (My SLF)** page, click the **File SLF** button to open the form.

- Dashboard
- Leave Forms
- Vacation Leave
- Sick Leave
- For Approval
- Approved/Declined
- My SLF**
- EL Without Pay
- Birthday Leave
- EL Benefit
- Official Business
- Undertime

Home > Forms | SLF | My SLF

FILE CREATION

Date: 07/22/2025

Department: Information Technology

From: Mendoza, Lord Jhon E.

This is to apply for:

Reason:

Documents:
 No file chosen

Nature of Notification:

- Fill out the required fields, then click **Submit**.
 - **Note:** You may leave the document blank.
- After submitting, a notification will appear saying that the SLF has been created. The filed leave will be added to the list, and your **SL Credits** will be reduced based on the number of leave days you filed.

- Dashboard
- Leave Forms
- Vacation Leave
- Sick Leave
- For Approval
- Approved/Declined
- My SLF
- EL Without Pay
- Birthday Leave
- EL Benefit
- Official Business
- Undertime

SICK LEAVE (SL)

File SLF

Available SL Credits: 6 | For Approval: 2

10 entries per page

Search...

LEAVE STATUS	Leave Type	Leave From	Leave To
For HRD Approval	Whole Day Leave	July 21, 2025	July 22, 2025

Showing 1 to 1 of 1 entries

- You can also use this page to check the status of your leave.

Revision #3

Created 16 July 2025 07:58:52 by Lord Jhon E. Mendoza

Updated 22 July 2025 01:10:38 by Lord Jhon E. Mendoza