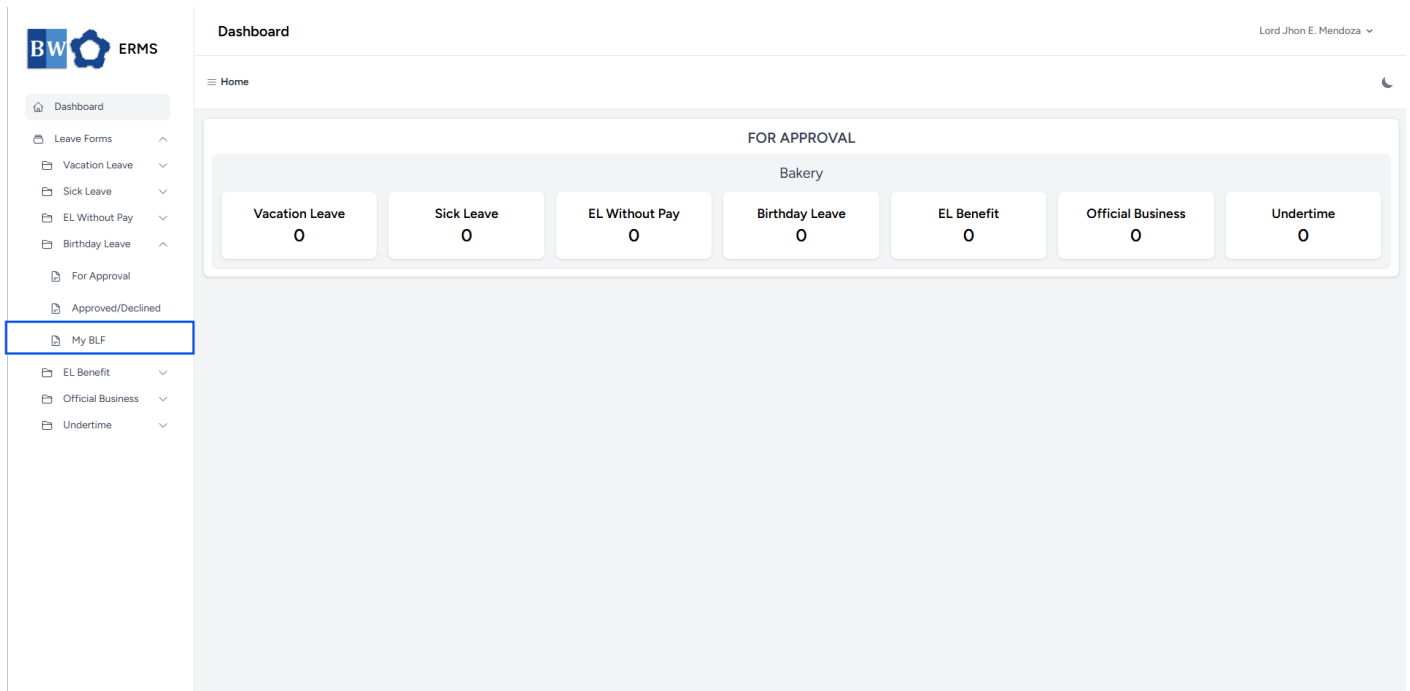


Approver Managers/Supervisors Application

To access the Birthday Leave page:

- In the **Sidebar**, click the **Leave Forms** dropdown.
- From the list that appears, select **Birthday Leave**.
- Then, click **My BLF** to view your filed birthday leave.



The screenshot displays the ERMS dashboard interface. On the left is a sidebar with a 'Leave Forms' dropdown menu. The 'My BLF' option is highlighted with a blue box. The main content area shows a 'FOR APPROVAL' section for 'Bakery' with a table of leave types and their counts:

FOR APPROVAL						
Bakery						
Vacation Leave	Sick Leave	EL Without Pay	Birthday Leave	EL Benefit	Official Business	Undertime
0	0	0	0	0	0	0

- It will open the **Birthday Leave (My BLF)** page.

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

BIRTHDAY LEAVE (BL)

File BLF

10 entries per page Search...

BIRTHDAY LEAVE

No Birthday Leave Filed

Showing 1 to 1 of 1 entries

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

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

FILE CREATION

Date

Department

From

Birthdate

Birthday Leave Date

Close
Submit

- Fill out the required fields, then click **Submit**.
 - **Note:** You can only file single **BLF** per year.
- After submitting, a notification will appear saying that the BLF has been created. The filed leave will be added to the list.

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

BIRTHDAY LEAVE (BL)

File BLF

10 entries per page

Search...

LEAVE STATUS	Birthdate	Date of Leave
For HRD Approval	May 29, 2000	June 13, 2025

Showing 1 to 1 of 1 entries

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

Revision #2

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