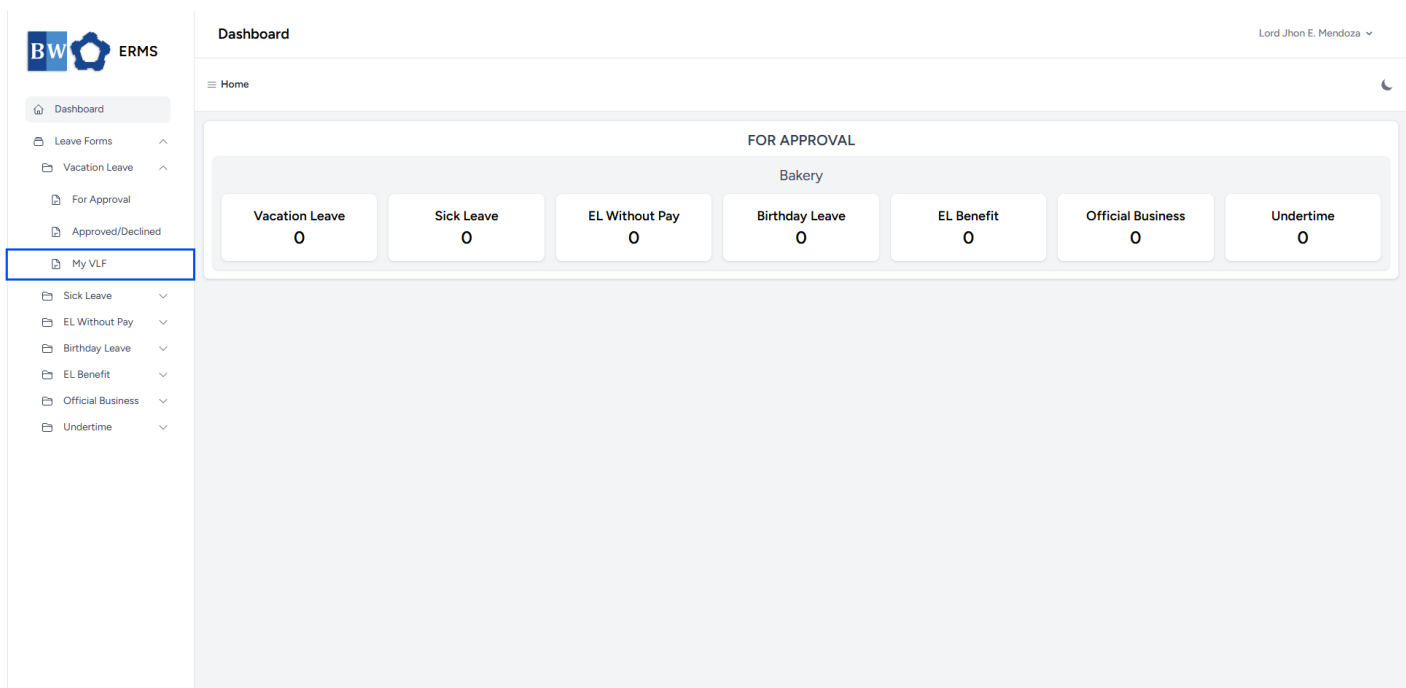


Approver Managers/Supervisors Application

To access the Vacation Leave page:

- In the **Sidebar**, click the **Leave Forms** dropdown.
- From the list that appears, select **Vacation Leave**.
- Then, click **My VLF** to view your filed vacation leaves.



The screenshot displays the ERMS dashboard interface. On the left is a sidebar with a 'Leave Forms' dropdown menu, where 'My VLF' is highlighted. The main content area is titled 'FOR APPROVAL' and shows a 'Bakery' section with seven leave types, each with 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 **Vacation Leave (My VLF)** page.

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

Home > Forms | VLF | My VLF

VACATION LEAVE (VL)

File VLF
Available VL Credits: 8 | For Approval: 0

10 entries per page
Search...

No Vacation Leave Filed

Showing 1 to 1 of 1 entries

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

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

Home > Forms | VLF | My VLF

FILE CREATION

Date:

Department:

From:

This is to apply for Vacation Leave: From To

Reason:

Close
Submit

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

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

VACATION LEAVE (VL)

File VLF

Available VL Credits: 7 | For Approval: 1

10 entries per page

Search...

LEAVE STATUS	Leave From	Leave To
For HRD Approval	July 17, 2025	July 17, 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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