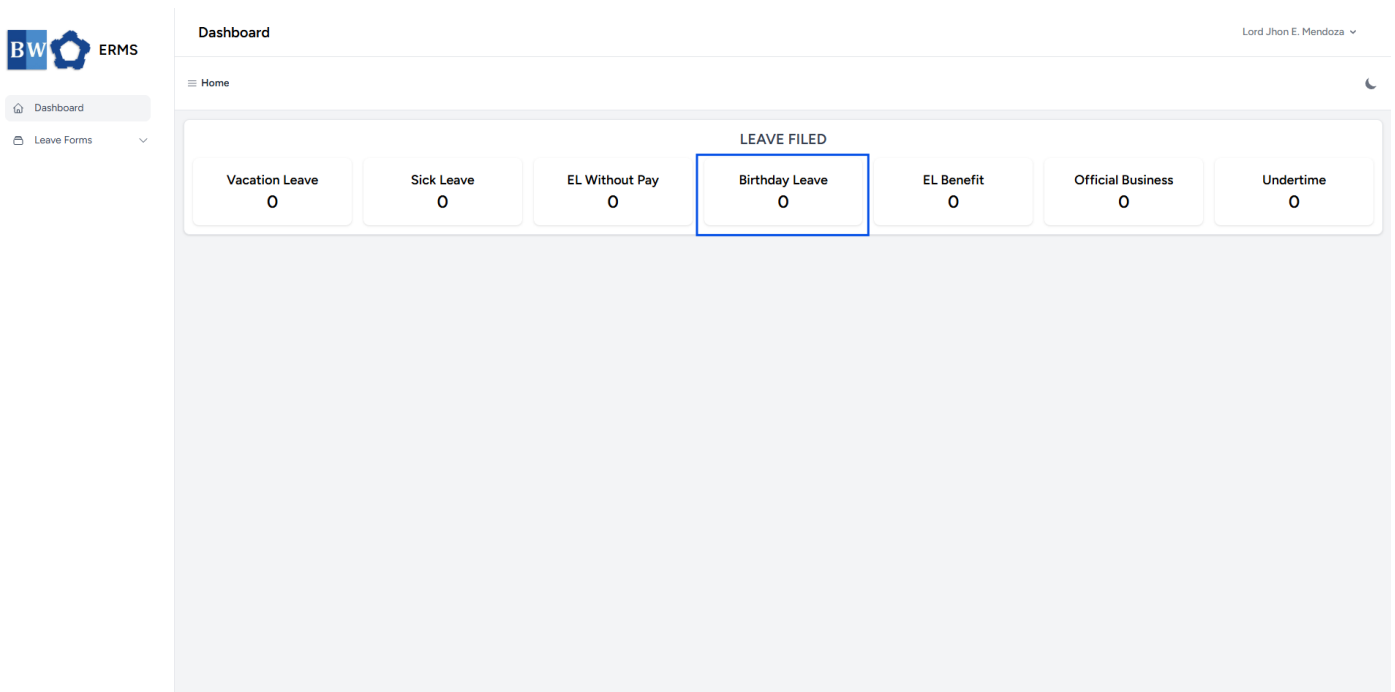


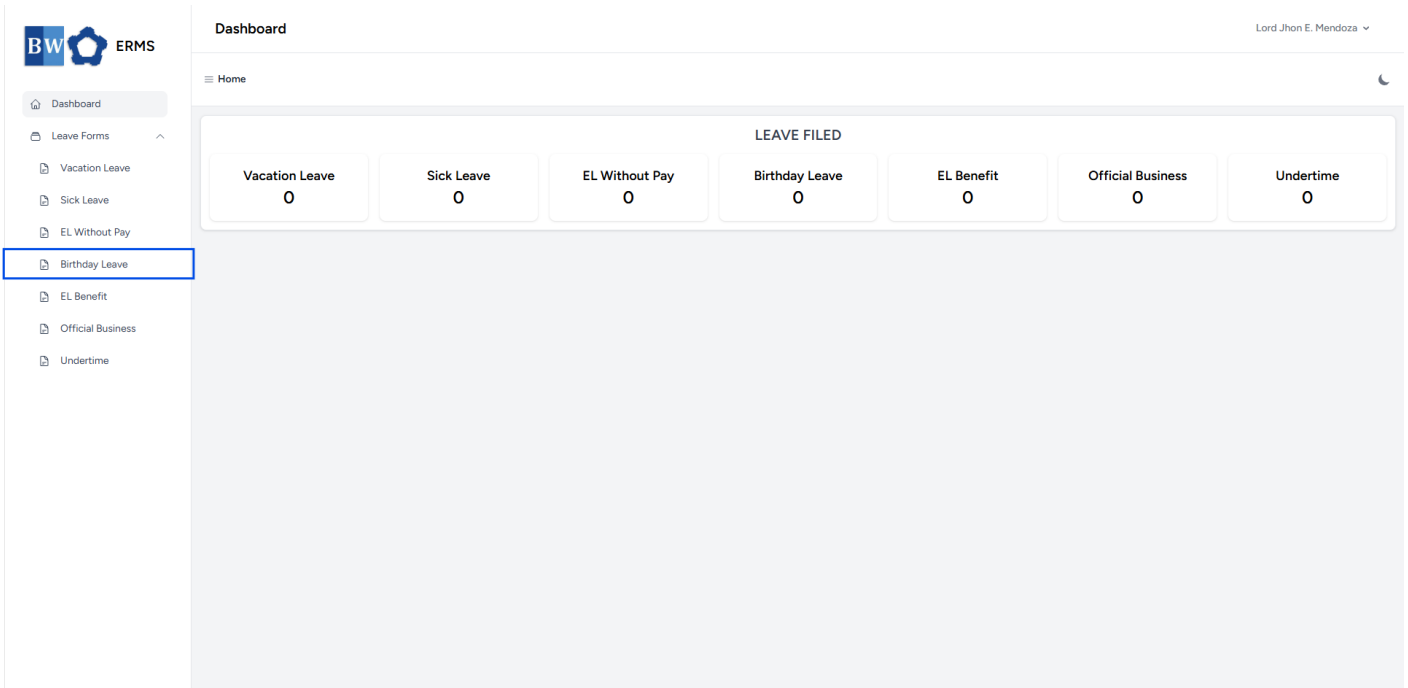
Employees & Non-Approver Managers/Supervisors Application

To access the Birthday Leave page, you can do either of the following:

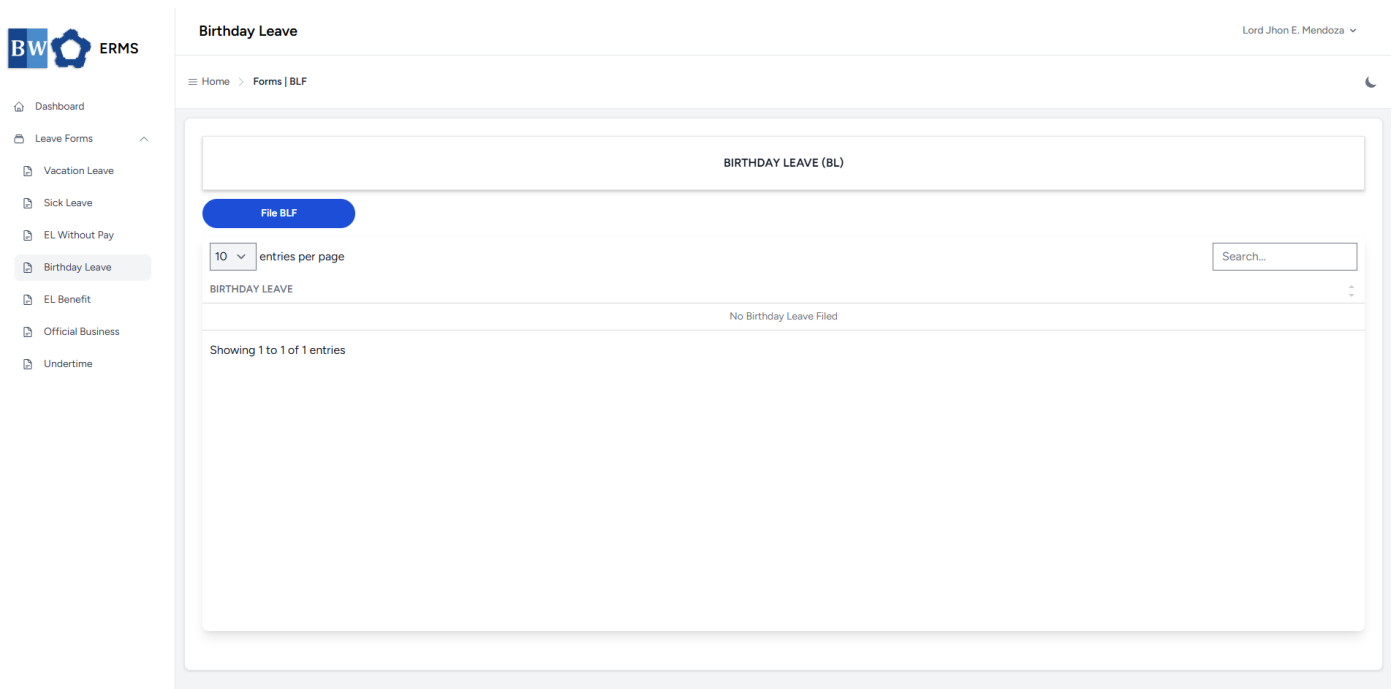
- On your Dashboard, click **Birthday Leave** under the **Leave Filed** section.



- Or, click the **Leave Forms** dropdown in the sidebar, then select **Birthday Leave**.



- It will open the **Birthday Leave** page.



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

Birthday Leave
Lord Jhon E. Mendoza

Home > Forms | BLF
Search...

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.

Birthday Leave

✔ BLF Created

Home > Forms | BLF
Search...

BIRTHDAY LEAVE (BL)

File BLF

10 entries per page

LEAVE STATUS	Birthdate	Date of Leave	⋮
For Department Head Approval	May 29, 2000	June 18, 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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