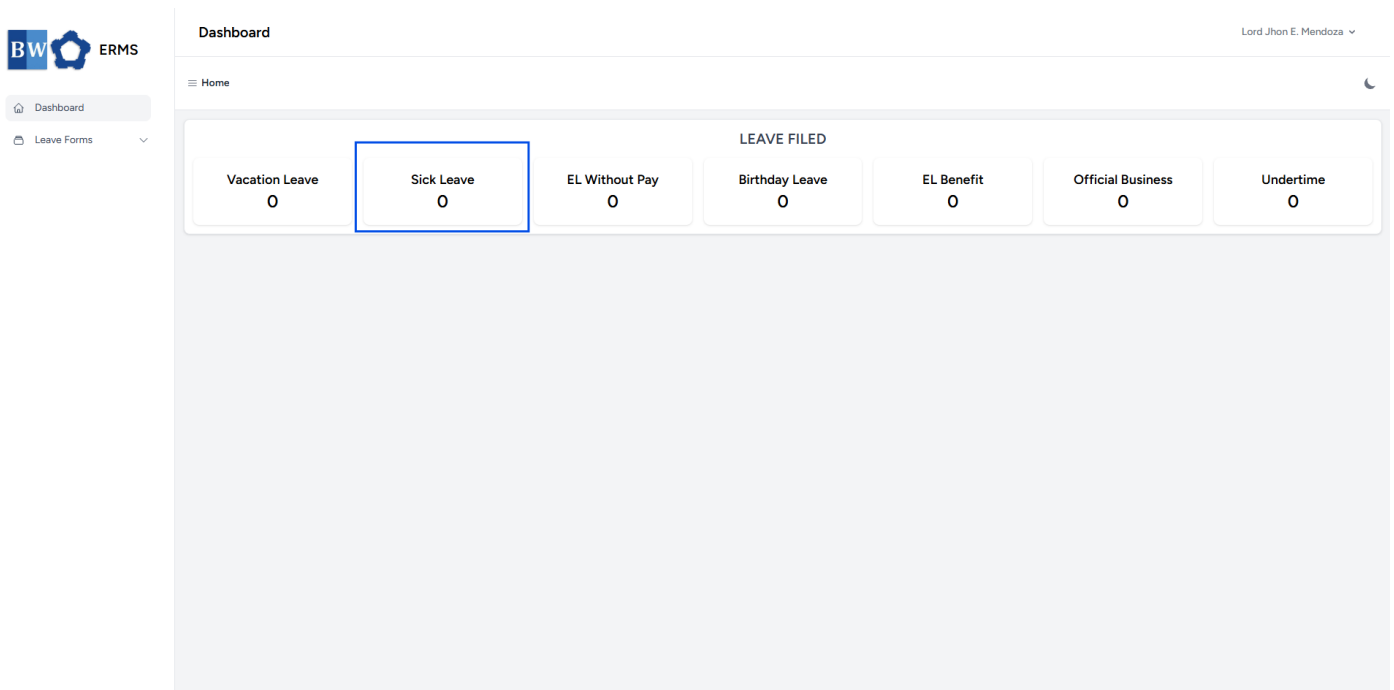


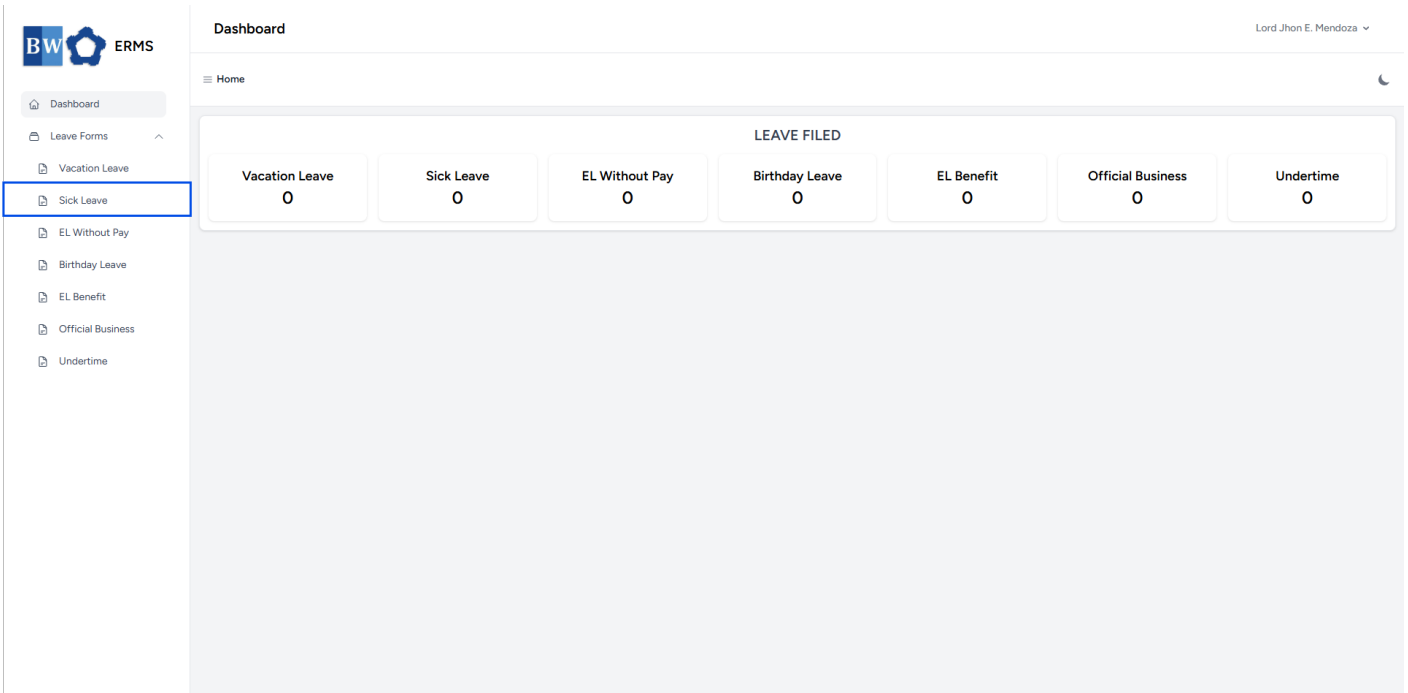
# Employees & Non-Approver Managers/Supervisors Application

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

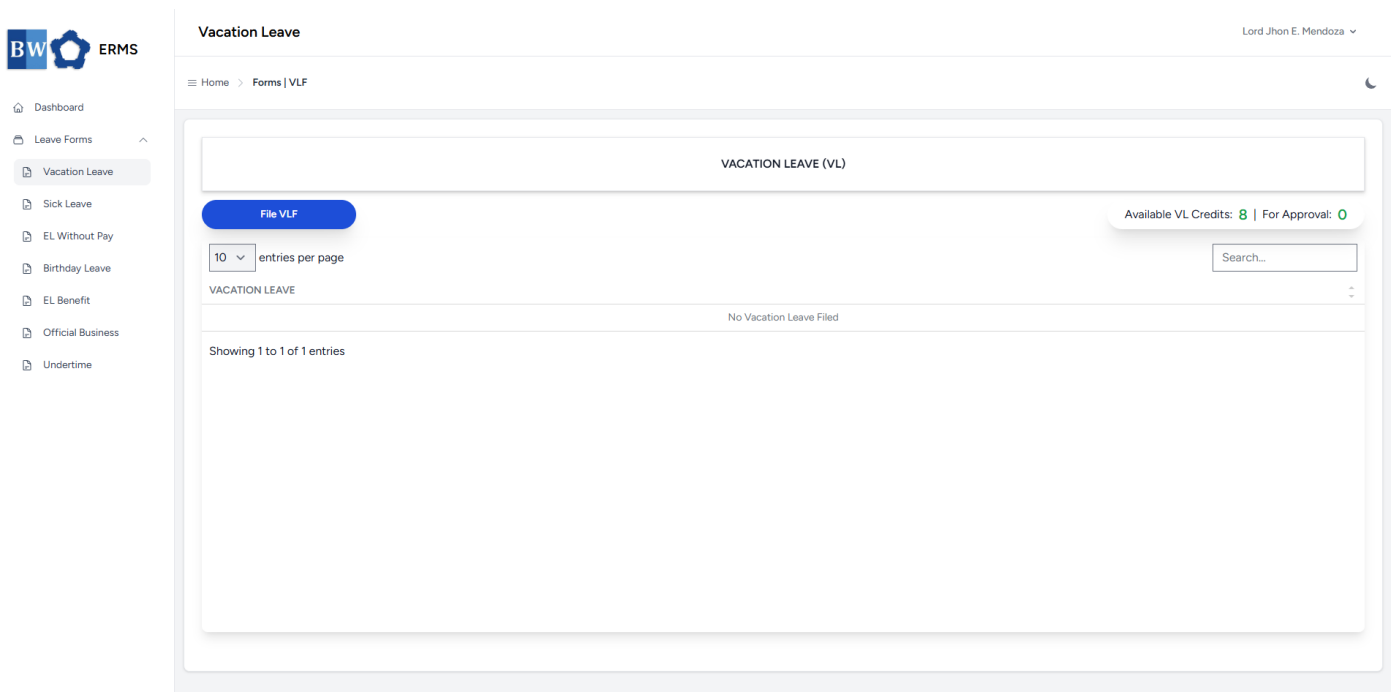
- On your Dashboard, click **Sick Leave** under the **Leave Filed** section.



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



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



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

Sick Leave Lord Jhon E. Mendoza

Home > Forms | SLF

**FILE CREATION**

Date:

Department:

From:

This is to apply for:

Reason:

Documents:  
 No file chosen

Nature of Notification:

Available SL Credits: 8 | For Approval: 0

- 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.

Sick Leave SLF Created

Home > Forms | SLF

**SICK LEAVE (SL)**

Available SL Credits: 7.5 | For Approval: 0.5

LEAVE STATUS	Leave Type	Leave From	Leave To	
For Department Head Approval	Half Day Leave	July 11, 2025	July 11, 2025	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 to 1 of 1 entries

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

Revision #3

Created 15 July 2025 06:35:07 by Lord Jhon E. Mendoza

Updated 16 July 2025 05:14:28 by Lord Jhon E. Mendoza