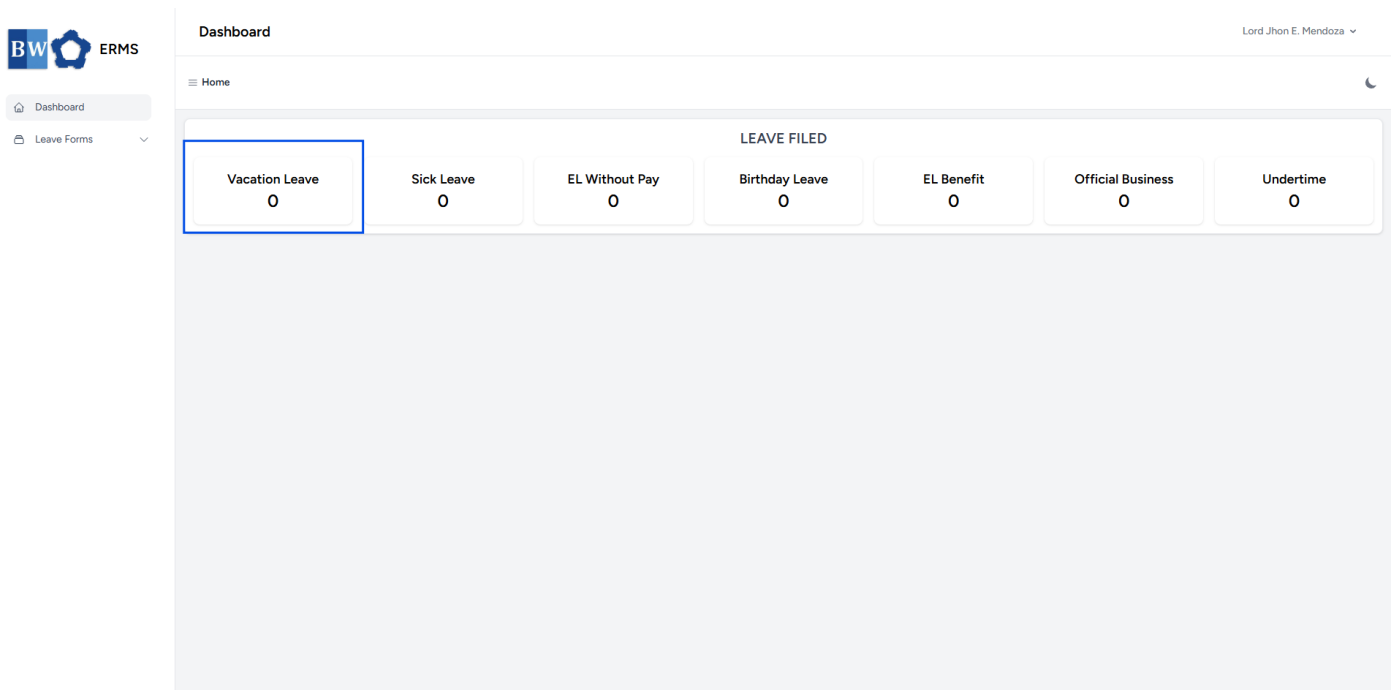


Employees & Non-Approver Managers/Supervisors Application

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

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



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

LEAVE FILED

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** page.

VACATION LEAVE (VL)

File VLF

Available VL Credits: 8 | For Approval: 0

10 entries per page

Search...

VACATION LEAVE

No Vacation Leave Filed

Showing 1 to 1 of 1 entries

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

Vacation Leave Lord Jhon E. Mendoza

Home > Forms | VLF

File VLF

Available VL Credits: 8 | For Approval: 0

10 entries per page

VACATION LEAVE

Showing 1 to 1 of 1 entries

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.

Vacation Leave VLF Created

Home > Forms | VLF

File VLF

Available VL Credits: 7 | For Approval: 1

10 entries per page

VACATION LEAVE (VL)

LEAVE STATUS	Leave From	Leave To	Actions
For Department Head Approval	July 15, 2025	July 15, 2025	👁 ✎ 🗑

Showing 1 to 1 of 1 entries

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

Revision #3

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