

 **PHILIPPINES, INC.**
APPLICATION FOR VACATION LEAVE BUY-OFF

Name: _____ ID No. _____
Dept/Division: _____ Date Hired: _____
Vacation Leave Buy-off: _____ Period/Year: _____
(number of days)

This will authorize HR to deduct the above number of days from my current total vacation leave credit balance. I understand that I will continue working and that I will be paid at the ratio of 6 VL days credit =5 days basic pay.

Signature of employee Date Superintendent/Dept Head Date
(Signature over Printed Name)

For HR USE ONLY:

TOTAL CREDITS AVAILABLE _____ Days This conforms with HR regulations
VL BUY_OFF(This application) _____ Days
Balance after VL BUY-OFF _____ Days

HUMAN RESOURCES

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