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
		Erms DD 11D
		Form PD-14B Revised: 5/21/04
C		Revised: 5/21/04
	DE PHILIPPINE	Revised: 5/21/04
	ION FOR VACATION	Revised: 5/21/04
Name:	ION FOR VACATION	Revised: 5/21/04 ES, INC. LEAVE BUY-OFF No.
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Days

Days

VL BUY_OFF(This application)

Balance after VL BUY-OFF

HUMAN RESOURCES