



27. Terminal Leave

Requesting Terminal Leave for Retired Employees

Office or Division:	Human Resource Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Retired Balanga Water District Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Leave Form (1pc., Original)		Human Resource Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished Leave Form to the Human Resource Personnel	1. Check the Leave Credits Balance of the requesting employee.	None	10 minutes	Human Resource Personnel
2. None	2. Validate and approve the Leave Form.	None	10 minutes	Human Resource Division Manager & General Manager
3. None	3. Submit the Leave Form to the Accounting Department for the Releasing of the Terminal Leave.	None	3 minutes	Human Resource Personnel
Total:		None	23 minutes	