



10. Availment of Leave Procedure

Guide on how to approved or reject leave request of the employees based on the rules and guidelines of Balanga Water District.

Office or Division:	Human Resource Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Balanga Water District Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Leave Form (1pc., Original)		Human Resource		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File Leave Form	1. The Human Resource Division Manager processed the leave form. The leave form will be approved based on the leave benefits guidelines.	None	5 minutes	<i>Human Resource Division</i> Loreto Q. Palad – Division Manager B
2. None	2. If approved, the Human Resource Division will deduct the leave credits used base on the leave form approved. 2.1 The employee can now use the leave benefits approved by the Human Resource Division. If the leave form is not file on time the employee will mark absent for day/s the employee didn't go to work.	None	5 minutes	<i>Human Resource Division</i> Loreto Q. Palad – Division Manager B Bernadette E. Paguio – IRDA A



3. None	3. The Human Resource Manager will generate a list of employees who did not file leave from on time for the month. 3.1 Submit the List to Finance Department for the processing of Leave Without Pay.	None	5 minutes	<i>Human Resource Division Manager</i> Loreto Q. Palad – Division Manager B
Total:		None	15 minutes	