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Pending Leaves Directory and back tracking of filed Leaves

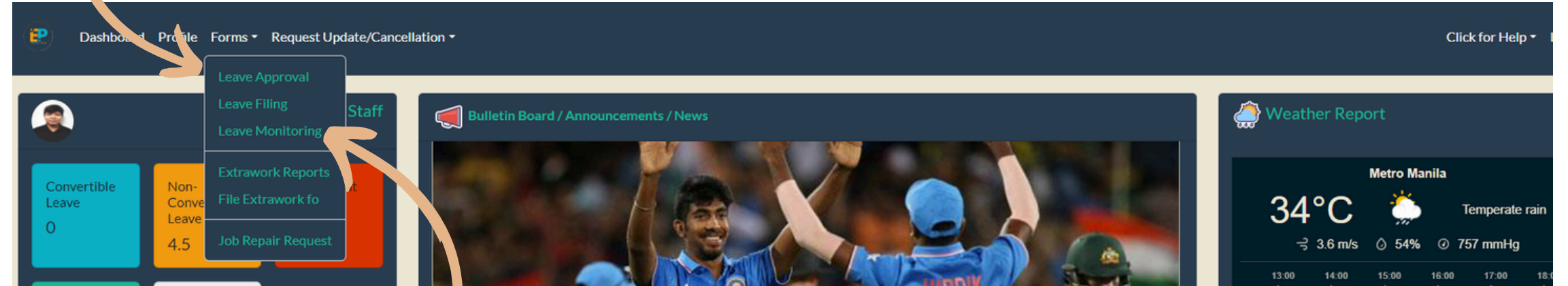




Reminder:

“ Always use the **Header** to find pages ”

Leave Approval - this is where we find all of the Pending Leaves.



Leave Monitoring - this is where you can find all of the Leave History that is under your name.

Leave Approval
form view should
have a buttons
(Approve and
Disapprove Button)

Pending Leave Form(s)

Emergency [Close]

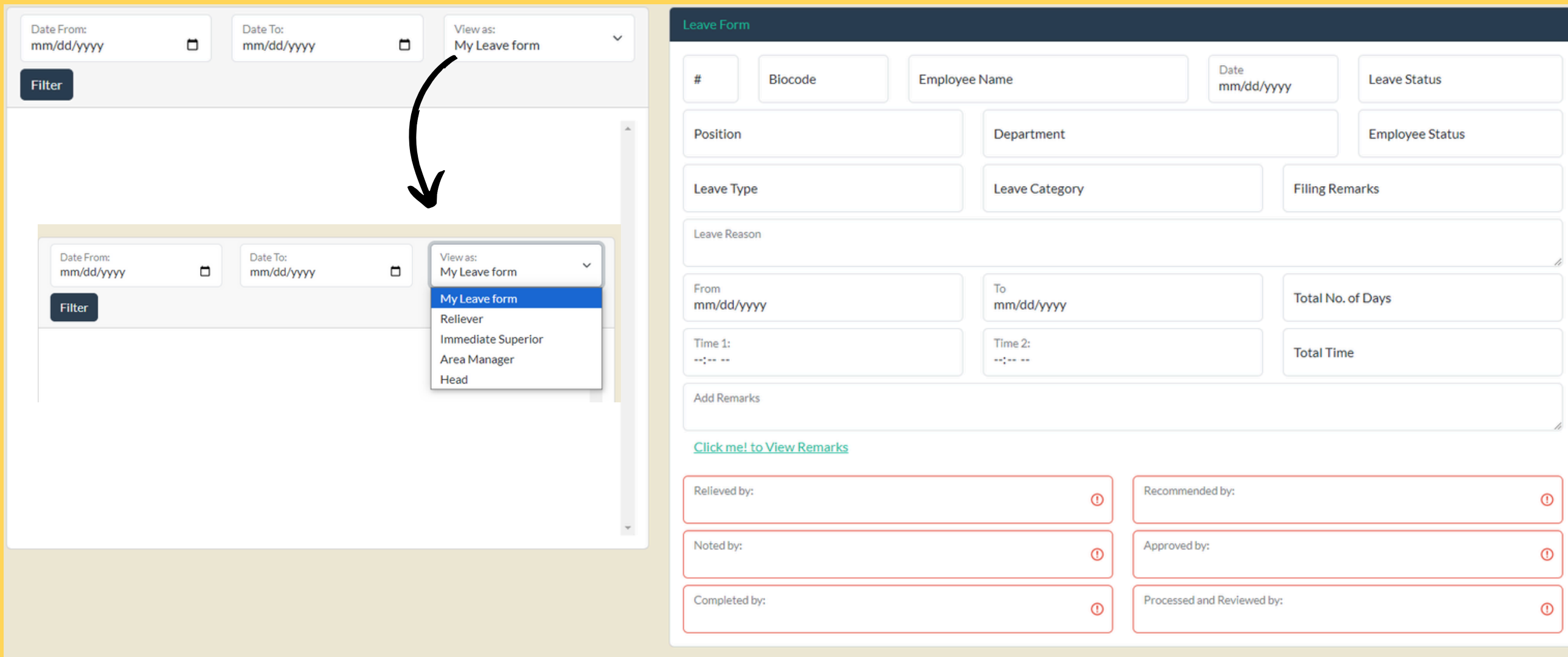
Application Date: 2025-04-23
Description: Ipapacheck up po si baby
Leave Date: 2025-04-22 to 2025-04-22
Leave Status: Head

[Click for Details](#)

Leave Form

#	Biocode	Employee Name	Date mm/dd/yyyy	Leave Status
Position	Department		Employee Status	
Leave Type	Leave Category	Filing Remarks		
Leave Reason				
From mm/dd/yyyy	To mm/dd/yyyy	Total No. of Days		
Time 1: --:-- --	Time 2: --:-- --	Total Time		
Add Remarks				
Click me! to View Remarks				
Relieved by: [Redacted]		Recommended by: [Redacted]		
Noted by: [Redacted]		Approved by: [Redacted]		
Completed by: [Redacted]		Processed and Reviewed by: [Redacted]		
Approve Leave			Disapprove Leave	





Leave Monitoring should have a date range and viewing filter.

- Reliever Viewing
- Immediate Superior
- Department Head
- Area Manager
- Own Leave Form

- **Reliever Viewing - Filter Leaves that you as Reliever.**
- **Immediate Superior Viewing - Filter Leaves that you as Immediate Superior.**
- **Department Head Viewing - Filter leaves that you as Department Head.**
- **Area Manager - Filter leaves that you as Area Manager**
- **Own Leave Form - Filter your own filed leaves.**