

UIS: Creation of Leave Application

QUICK GUIDE v1.0

Navigator

Step 1: On the Navigator, go to UP Employee Self Service -> Leave Management -> Leave Application.

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Leave Application					
Print Leave Application Form					
View Vacation and Sick					
Leave Balance					
View SPL and CNA Balance					
Print UP Approved Leave					

Step 2: Go to Leave Summary, then click Create Leave.

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Step 3: Fill up Leave Details.

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Step 4: You may fill up the **comments** field, but it is **optional**.

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Step 5: You may add/attach supporting documents, but it is optional.

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Step 6: Click **Next** to review **Leave Details**.

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Step 7: You can review the Leave Details here.

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Step 8: You may add/attach additional information, but it is optional.

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Step 10: You may fill up the field for **comments to approver**, but it is **optional**.

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	Abs	ence Category	Family Leave						
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				4		Cancel	Printable Page	Save For Later	Back Submit

Step 11: Click Submit.

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	Organization Email Address				Business Group			
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Absence Details								
		Proposed						
	Absence Status	Confirmed						
	Absence Type	Special Privilege Leave						
	Absence Category	Family Leave						
	Absence Reason	Within the Philippines						
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Leave Application Confirmation

Step 12: The Leave Application has been submitted and will be pending for approval.

Confirmation The changes have been submitted for a eave Management: Summ	approval.						
	Employee Name				Employe	ee Number	
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Technical Support

For technical support, please contact us at the UP System ICT Support at:

https://ictsupport.up.edu.ph/



This document was was prepared by the Office of the Vice President for Development-Information Technology Development Center (OVPD-ITDC).