directed to submit accomplished Application for Leave form (CSC Form No. 6, Revised 2020), preferably generated from the employee's HRIS account (with type of leave: monetization) to OVPAF for approval. It is further advised that the maximum number of leave credits for monetization shall not exceed 50% of accumulated leave credits. **If the request for MLC exceeds 30 days, a letter request with a reason and approved by the University President shall be attached to the application form.**