

TOP BEVERAGES INDUSTRIES AND TRADING info@topwaterethiopia.com TEL: +251-983-831818

LEAVE CARD

NAME:									
POSITION:							ID NUMBER: TOP-		
DEPARTMENT:						EMPLOYMENT DATE: / / 20			
#	Requested Date	Leave Period		Leave Number		Leave	Signature		
		FROM	то	Type	of Days	Balance	Employee	Supervisor	HR Dept.

The employee may request to convert eligible unused ANNUAL LEAVE days to monetary compensation as ENCASHMENT (EL) -- to be logged with BLANK leave period.

This is subject to company-specified exchange rate and approval by supervisor and HRD.

BEREAVEMENT LEAVE

UL UNPAID LEAVE

ENCASHED LEAVE

ML MATERNITY LEAVE

SL SICK LEAVE

ANNUAL LEAVE