

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

LEAVE CARD

NAME:	
POSITION:	ID NUMBER: TOP-
DEPARTMENT:	EMPLOYMENT DATE: / / 20

#	Leave Period # Requested Date			Leave	Number	Leave	Signature		
	·	FROM	то	Туре	of Days	Balance	Employee	Supervisor	HR Dept.



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SL	SICK	LEAVE

ML	MATERNITY	LEAV

BL	BEREAVEMENT	LEA

## UL UNPAID LEAVE

EL	ENCASHED	LEAVE
	LITOAOTILD	LLAVL

## **ENCASHMENT FORM** (LEAVE TO CASH CONVERSION)

\* The employee may request to convert eligible unused ANNUAL LEAVE days to monetary compensation at the company-specified exchange rate.
\* This may vary based on company policy and is subject to policy and approval by supervisor and HRD.

#	Requested Date	Days Converted	Exchange Rate	Total Amount	Lagua Balanca		Signature	
#	nequested Date	Days Converted	(ETB per Day)	(ETB)	Leave Balance	Employee	Supervisor	HR Dept.