

### Employee Leave Request Form

<b>Name</b>		<b>ID #</b>	
<b>Job Title</b>		<b>Dept</b>	
<b>Type of Leave</b>			
<b>Employee Remarks</b> (Attach Required Documents)			
<b>Leave Details</b>			
Leave Applied From		To	# of days
<b>Contact Details</b>			
Address while on leave			
Telephone (Local)		Email	
<b>For HR use only</b>			
Leave Balance		Remaining balance	
	<b>Employee</b>	<b>Head of Department</b>	<b>Human Resources</b>
<b>Signature</b>			
<b>Name</b>			
<b>Date</b>			
<b>HR Comments:</b>			