


**LEAVE PLAN FOR 01 AUGUST 2024 – 31 MARCH 2025**

Employee Name and Surname: Lithi Mgwebi Signature 

Job Title: ICT Intern

MONTHS	LEAVE DATES	NO OF DAYS	RETURN DATE
August 2024			
September 2024			
October 2024			
November 2024			
December 2024	17 December 2024 – 24 <sup>th</sup> December 2024	6	6 <sup>th</sup> January 2025
January 2025	2nd January & 3 <sup>rd</sup> January 2025	2	6 <sup>th</sup> January 2025
February 2025			

March 2025			

Manager/Supervisor's signature \_\_\_\_\_

Date\_\_\_\_\_