



## PACIFIC KNITEX LTD.

Fouzderhat Industrial Area, Dhaka-Chattogram Trunk Road (8 K.M. Point),  
Latifpur, Ward- 08, P.O.- Jafarabad-4317, P.S.-akber Shah, District-Chattogram, Bangladesh.

### LEAVE APPLICATION FORM (MANAGEMENT)

Date : .....

Name of Employee : ..... Designation : .....

Department : ..... ID No : .....

Date of Joining : .....

Nature of Leave : CL/SL/EL/ML ( Tick the desired Leave)

Leave requesting for : ..... Day(s) from ..... to .....

Reasons of Leave : .....

Contact address & Mobile No. during leave : .....

Signature of Applicant

#### Departmental Head :

Recommendation :	Day(s)	Leave may not be allowed	Comments:
	Day(s)	Leave may be allowed without pay	
	Day(s)	Leave may be allowed.	
Date.....			Signature.....

#### Leave record as available in H.R.Department.

Types of Leave	Total Leave	Leave Availed	Leave Balance	Comments (HRD) : (If any)
CL				
SL				
EL				
ML				
LWP				Signature .....

#### H.R. Department :

	Day(s)	Leave not allowed	Comments: (If any)
	Day(s)	Leave allowed without pay	
	Day(s)	Leave allowed.	
Date.....			Signature .....

**N. B : Leave form must be submitted before 7 days or 24 hours on emergency basis.**