



## LEAVE APPLICATION FORM

Name: MOHAMMAD NAZRIN BIN MOHAMMAD NAZRI NAGES

Department: ESS-Technology:Software  
Engineering Decisioning

Personnel Number: C22510E Date: 13/1/2025


I wish to apply for 5 day(s) leave from 23/1/2025 to 31/1/2025  
inclusive and will be returning to work on 3/2/2025 leaving a balance of  
10 day(s) of my annual leave.

*Reasons for application:*

☒ Annual Leave ☐ Medical/Sick Leave  
☐ Emergency Leave ☐ Other (please specify) : \_\_\_\_\_  
\_\_\_\_\_

NAZRIN 23/1/2025  
*Employee Signature* *Date Applied*

Leave approved by:

Emily Yew  23rd Jan 2025  
*Name / Position Title / Chop* *Signature* *Date Approved*

**For IRSB office use only**

Annual Leave brought forward (if any): \_\_\_\_\_ days  
Entitlement for this year: \_\_\_\_\_ days  
Leaves taken to date (inclusive of this application) : \_\_\_\_\_ days  
Balance annual leave: \_\_\_\_\_ days

\_\_\_\_\_  
*Officer Name* *Signature* *Date*