LEAVE APPLICATION FORM

Name: _____ MOHAMMAD NAZRIN BIN MOHAMMAD NAZRI NAGES _____

Department: _____ ESS-Technology:Software Engineering Decisioning _____

Personnel Number: _____ C22510E _____   Date: _____ 13/1/12025 _____

I wish to apply for _____ 4 _____ day(s) leave from _____ 14/1/2025 _____ to _____ 17/1/2025 _____

inclusive and will be returning to work on _____ 20/1/2025 _____ leaving a balance of

_____ 15 _____ day(s) of my annual leave.

Reasons for application:

☑ Annual Leave   ☐ Medical/Sick Leave

☐ Emergency Leave   ☐ Other (please specify) : _____

_____   13/1/2025
NAZRIN
Employee Signature   *Date Applied*

Leave approved by:

Emily Yew   13th 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*