



LEAVE APPLICATION FORM

Name of Employee SAMSON SAFARI MEEME Employee No and Position Title
Software Developer

Organizational Unit Development Date of Employment
22/03/2022

Number of days applied for: 5 Eligible for leave allowance: Yes yes No _____

Period of leave required: From Tue, 26/07/2022 To Mon, 01/08/2022

Reason for leave application: (Please tick appropriately)

☒ Annual ☐ Maternity ☐ Paternity ☐ Sick leave
☐ Compassionate /Emergency ☐ Unpaid

Comments:

I am requesting for this leave for the preparation of my graduation that is scheduled to take place on Friday 29th July 2022. I should be in school as from Tuesday 26th Jul 2022 for clearance that is crucial before the graduation date

Employee signature:  Date 22/07/2022

Assigned Manager: Approved _____ Declined _____

Reason for declining _____

Managers Signature: _____

TO BE FILLED BY HUMAN RESOURCES DEPARTMENT

No. of Leave day's accrued _____ as at _____

Last period on leave: From _____ to _____

Balance of leave days after deduction of current application _____

To resume duty on _____

HR Manager's Approval: _____ Date _____