

FUTURA SA ADMINISTRATORS LEAVE APPLICATION FORM



EMPLOYEE DETAILS

NAME & SURNAME	Courtney Sampson
APPLICATION DATE	23 October 2025
OFFICE	

SECTION A: Annual Leave

FROM DATE	23 October 2025	TO DATE	23 October 2025	DAYS	
FROM DATE		TO DATE		DAYS	
FROM DATE		TO DATE		DAYS	
FROM DATE		TO DATE		DAYS	

SECTION B: Sick Leave

FROM DATE		TO DATE		DAYS	
Medical certificate if absent from work 2 days or more?				<input type="checkbox"/> YES	<input type="checkbox"/> NO

SECTION C: Other Leave

☐ STUDY LEAVE ☐ TRAINING LEAVE ☐ FAMILY RESPONSIBILITY LEAVE ☐ OTHER

FROM DATE		TO DATE		DAYS	
FROM DATE		TO DATE		DAYS	
FROM DATE		TO DATE		DAYS	
FROM DATE		TO DATE		DAYS	

Please give details of study, training, family responsibility or other leave:

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SECTION D: Authorisation

EMPLOYEE SIGNATURE		MANAGER SIGNATURE	
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