



Study  
MEDIC™

Delivering Medical Education Beyond Boundaries

Leave Request form							
Employee Name		Shahida K K					
Employee ID		1226					
Department		IT & Planning					
Designation		Junior React.js Developer					
Leave applied		From	16/05/2023		To	16/05/2023	
Total days of Leave		1					
Leave Type	Casual	<input checked="" type="checkbox"/>	Sick	<input type="checkbox"/>	Maternity	<input type="checkbox"/>	LOP
Reason for Leave		Personal matters					
Remarks:							
Department Approval							
Your Leave application		Approved		<input type="checkbox"/>		Reject	
Reason for rejection:							
Line manager Name					Designation		
Signature					Date		
HR Purpose Only							
Status of Leave application		Approved		<input type="checkbox"/>		Reject	
HR Approved By:							
Date				Place			

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