Going on Leave – Handing over specific responsibilities Form

Date: 10/01/2023

I, Sibongile Mbewe   Employee Number, 3366

Am going on leave from 16 January 2023 to   29 January 2023.

This was approved by Bouwer Van Aardt   (My Manager)

I do carry over the following responsibilities / Instructions to: _____

1 Expense App Data Import (SSIS Package) – Thopane Rachuene

2 Bulk SMS Data Import (SSIS Package) – Thopane Rachuene

3 Employer Approval Workflow Management – Thopane

4

I, Thopane Rachuene, Hereby understand what is expected from me and

taking up the full responsibility to carry out the actions as instructed

by Sibongile Mbewe

Duly done and signed on 10/01/2023   at   PTA HQ

____Sibongile Mbewe_____   _____S Mbewe_____
Name and Surname (Person handing over)   Signature

____Thopane Rachuene_____   _____
Name and Surname (Person taking over)   Signature

____Bouwer Van Aardt_____   _____
Name and Surname (Manager Approval)   Signature

I, _____, Hereby give feedback and also give back the

responsibilities mentioned above to _____

Duly done and signed on _____ at _____

_____   _____
Name and Surname (Person handing over)   Signature

_____   _____

Name and Surname (Person taking back)   Signature

_____   _____

Name and Surname (Manager Approval)   Signature