



**Skhomo Technologies**  
Management of IT and Business Processes

## Leave application form

<b>Employee name:</b>	
<b>Position:</b>	
I wish to apply for leave as follows:	Enter the total number of working days taken
Annual leave <input type="checkbox"/>	
Medical leave <input type="checkbox"/>	
Family responsibility leave <input type="checkbox"/>	
Maternity leave <input type="checkbox"/>	
Study leave <input type="checkbox"/>	
Other (specify): <input type="checkbox"/>	
<b>Leave dates</b> From (date on which first day of leave begins): To (date on which the last day of leave falls):	
<b>Leave approved:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Comments/Motivation</b>	
<b>Signatures</b>  Employee signature _____ Date _____  Manager signature _____ Date _____	
<b>For office use</b>  Year: 2016 Number of leave days owing: Number of leave days taken (on this application): Balance owing:	