

198-202, Nawabpur Tower, Room no# 311 Nawabpur Road, Nawabpur, Dhaka-1100 Bangladesh.

E-mail : niraapod@gmail.com Web :



Request for Leave

Name Md Shihab Uddin Rabbi

Date: 15/03/2022

Position Mobile Application Developer

CHECK YOUR LAST PAYCHECK STUB FOR HOURS AVAILABLE

I hereby apply for _____ Hours Available: _____ Sick () _____ Annual (✓)
To 16/03/2022 _____ hours of _____ leave, to begin on: 16/03/2022

I understand that any leave authorized in excess of the amount will be charged to leave without pay.

I understand that this leave application must be approved by my supervisor, prior to the date of requested leave.

Please charge the following accrued leave:

Sick (Illness or Injury)	_____	Bereavement (Family)	_____	Bereavement (Other)	_____
Personal	_____	Jury Duty or Legal	_____	Emergency	<u>covid 19 vaccine</u>
Temporary	_____	Leave Without Pay	_____	Other	_____

Other _____

Signature of Employee _____

Approved () _____

Denied () Reason for denial: _____

Supervisor Signature _____