



**LEAVE APPLICATION FORM**  
(Attach Documentary Evidence Where Applicable)

Name : Agaile Victor

Department : Technical

Position : Lead Developer

Leave Required : Annual

Reason : blah blah

14-03-2017  
Date of Application

\* Application must be submitted not less than 2 working days before the proposed date of commencement of leave. One week notice is required for leave application of more than 3 days.

While I am Away, My Job is being covered by : Jane

I can be contacted At Tel No: 1117690039

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**Leave Details**

Period : Full Day

Balance Leave : 16.5

Dates Applied : 2017-03-13

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Name of Applicant : **Agaile Victor** Department / Branch : **Technical**  
This is to inform you that your leaves mentioned above is **Approved**.  
Your balance leave as at 2017 is 16.50 days.

HR Dept

13-03-2017