



LEAVE APPLICATION FORM

(Attach Documentary Evidence Where Applicable)

Name : Agaile Victor

Department : Technical

Position : Analyst Programmer

Leave Required : Annual

Reason : showing kiran how to apply leave in the system

07-11-2016

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 : Sebin Thomas

I can be contacted At Tel No: 1234561234

Leave Details

Period : Full Day

Balance Leave : 18.0

Dates Applied : 11-11-2016

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 2016 is 18.00 days.

HR Dept

07-11-2016