# SUMMERSOFT

*LEAVE APPLICATION FORM*

Name :Jane Elizabeth Jose

Department :Technical

Position :Analyst Programmer

Leave Required :Annual

Dates Applied for :03/02/2016

Reason :   sdsdds dfsdfsd fsdf

(Attach Documentary Evidence where Applicable)

01/02/2016
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 : Smijith K

I can be contacted At Tel No: 1234512345

| LEAVE APPLIED | LEAVE APPROVED |
|---|---|
| Day(s) :<br>03/02/2016 | |
| Period :<br> Full Day | |
| Balanace Leave Available | 18.00 |

**APPROVALS:**

Recommended / Not Recommended by:

_____

(Project Manager)

Approved / Not Approved :

_____

(Managing Director & Executive Director)

Name of applicant : Jane Elizabeth Jose Department/ Branch : Technical
This is to inform you that your leave on 03/02/2016 is approved.
Your balance leave as at 2016 is 18.00 days.

HR Dept

Date

01-02-2016