



LEAVE APPLICATION FORM
(Attach Documentary Evidence Where Applicable)

Name : Jane Elizabeth Jose

Department : Technical

Position : Analyst Programmer

Leave Required : Annual

Reason : Testing....

21-07-2016
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 : Aaaaa

I can be contacted At Tel No: 1234561234

Leave Details

Period : Full Day

Balance Leave : 13.0

Dates Applied : 21-07-2016

Name of Applicant : **Jane Elizabeth Jose** Department / Branch : **Technical**
This is to inform you that your leaves mentioned above is **Approved**.
Your balance leave as at 2016 is 13.00 days.

HR Dept

21-07-2016