

**LEAVE APPLICATION FORM**

(Attach Documentary Evidence Where Applicable)

Name : Gautam Kanthasamy  
Sakthimani

Department : Technical

Position : Analyst Programmer

Leave Required : Replacement

Reason : Paternity Leave

31-03-2017

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 : Agaile Victor

I can be contacted At Tel No: 1234567891

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**Leave Details**

Period : Full Day

Balance Leave : 0.0

Dates Applied : 26-04-2017,27-04-2017,28-04-2017

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Name of Applicant : **Gautam Kanthasamy Sakthimani** Department / Branch : **Technical**

This is to inform you that your leaves mentioned above is **Approved**.

Your balance leave as at 2017 is 0.00 days.

HR Dept

31-03-2017