LEAVE APPLICATION FORM
(Attach Documentary Evidence Where Applicable)

Name :   Jane Elizabeth Jose   Department :   Technical

Position : Analyst Programmer   Leave Required :   Annual

Reason : Test female 1

21-05-2017
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: 172848542

Leave Details

Period : Full Day   Balance Leave : 18.0

Dates Applied :   26-05-2017

Name of Applicant : *Jane Elizabeth Jose* Department / Branch : *Technical*
Ths is to inform you that your leaves mentioned above is *Approved.*
Your balnace leave as at 2017 is 18.00 days.

HR Dept