



LEAVE APPLICATION FORM

(Attach Documentary Evidence Where Applicable)

Name : Agaile Victor

Department : Technical

Position : Lead Developer

Leave Required : Annual

Reason : Test Leave

14-05-2017

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 : Jane Elizabeth Jose

I can be contacted At Tel No: 117690039

Leave Details

Period : Full Day

Balance Leave : 16.5

Dates Applied : 17-05-2017

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 2017 is 16.50 days.

HR Dept