SUMMERSOFT

LEAVE APPLICATION FORM
(Attach Documentary Evidence Where Applicable)

Name : Asha Jayaram

Position : HR Admin

Reason : iusfuagsufyaguy

Department : Administration

Leave Required : Maternity

14-03-2016
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 : John

I can be contacted At Tel No: 1234123412

Leave Details

Period : Full Day

Balance Leave : 0.0

Dates Applied : 16-03-2016,17-03-2016,18-03-2016,21-03-2016,22-03-2016,23-03-2016,24-03-2016,29-03-2016,30-03-2016,31-03-2016,01-04-2016,04-04-2016,05-04-2016,06-04-2016,07-04-2016,08-04-2016,11-04-2016,12-04-2016,13-04-2016,15-04-2016,18-04-2016,19-04-2016,20-04-2016,21-04-2016,22-04-2016,25-04-2016,26-04-2016,27-04-2016,28-04-2016,29-04-2016,03-05-2016,04-05-2016,05-05-2016,06-05-2016,09-05-2016,10-05-2016,11-05-2016,12-05-2016,13-05-2016,16-05-2016,17-05-2016,18-05-2016,19-05-2016,20-05-2016,23-05-2016,24-05-2016,25-05-2016,26-05-2016,27-05-2016,30-05-2016,31-05-2016,01-06-2016,02-06-2016,03-06-2016,06-06-2016,07-06-2016,08-06-2016,09-06-2016,10-06-2016,13-06-2016

Name of Applicant : *Asha Jayaram* Department / Branch : *Administration*
Ths is to inform you that your leaves mentioned above is *Approved.*
Your balnace leave as at 2016 is 0.00 days.

HR Dept

Date

* System generated document and requires no signature.