SUMMERSOFT

LEAVE APPLICATION FORM

Name: Harishankar R   Department: Technical
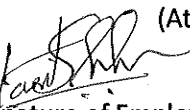
Position: Tester (Intern)

LEAVE REQUIRED

Annual ☐	Sick ☐	Unpaid Leave ☑	
Marriage ☐	Compassionate ☐	Maternity ☐	Paternity ☐
Replacement ☐			

Dates Applied for: 9/05/2016 to 17/06/2016

Reason: For B Tech Exam (Engineering Graphics)

(Attach Documentary Evidence Where Applicable)

Signature of Employee

28/04/2016
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: Agaile Victor

I Can Be Contacted At: 9496340474

LEAVE APPLIED	LEAVE APPROVED	APPROVALS:
		Recommended/Not Recommended by:
Day :		
		_____
		(Project Manager)
Period :		
		Approved/Not Approved:
Balance Available To Date:		_____
		(Managing Director& Executive Director)

_____

Name of Applicant: _____ Department / Branch: _____

This is to inform you that your leave on _____ is approved.

Your balance leave as at _____ is _____ days.

_____   _____
HR Dept   Date