



**LEAVE APPLICATION FORM**

(Attach Documentary Evidence Where Applicable)

Name : Ancy Mathew

Department : Administration

Position : HR Executive

Leave Required : Maternity

Reason : I should write the reason here, but it will allow only 100 character word. How cool is that???

03-03-2016

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 : Asha Jayaram

I can be contacted At Tel No: 1234561245

---

**Leave Details**

Period : Full Day

Balance Leave : 21.00

Dates Applied : 08-03-2016,09-03-2016,10-03-2016,11-03-2016,14-03-2016,15-03-2016,16-03-2016,17-03-2016,18-03-2016,21-03-2016,22-03-2016,23-03-2016,24-03-2016,29-03-2016,30-03-2016,31-03-2016,01-04-2016,04-04-2016,05-04-2016,06-04-2016,07-04-2016,08-04-2016,11-04-2016,12-04-2016,13-04-2016,15-04-2016,18-04-2016,19-04-2016,20-04-2016,21-04-2016,22-04-2016,25-04-2016,26-04-2016,27-04-2016,28-04-2016,29-04-2016,03-05-2016,04-05-2016,05-05-2016

---

Name of Applicant : **Ancy Mathew** Department / Branch : **Administration**

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

Your balance leave as at 2016 is 21.00 days.

HR Dept

Date