

Leave Application Form #1

Submitted: 1/11/2026, 1:24:52 AM

Employee Name

Rahil Azhar

Department

Developers

Employee ID

1059

Branch

Arfa Karim Tower

Joining Date

10/25/2025

Leave Category

Casual

Leave Type

Full

Leave Period

1/10/2026 to 1/10/2026

Duration

1 day(s)

Leave Application

test

Tasks During Absence

test

Back-up Staff Name

test

Team Lead Remarks

N/A

Team Lead Decision

Pending review

Employee Submission Timestamp

1/11/2026, 1:24:52 AM

Team Lead Decision Timestamp

Pending review

HR Office Use Only

Leave form received by

test

Received date

1/11/2026

Employment status

permanent

Decision

paid

HR Remarks

test

Summary

- Annual allowance: 12
- Approved days: 1
- Remaining balance: 11