Apex Investments

Application for Leave

To be used by all Employees

(Applicant to complete Part A and B only)

PART A

Name: **PIN:**

Designation: **Branch/Division/Dept.:**

Leave Category (Please tick as appropriate box): Annual [   ]   Maternity [   ]   Casual [   ]   Sick [   ]

Number of days applying for Leave (Please insert number of working days in the box): [   ]

From: **To:**

Please state reason for taking leave:

Duty carried out by:

PART B

In case of emergency I can be contacted at the following address:

Signature of the Employee: **Date:**

PART C **(To be completed by the Human Resources Department)**

	Entitled Leave	Leave Applied	Balance Due
Annual	[ ]	[ ]	[ ]
Casual	[ ]	[ ]	[ ]
Sick	[ ]	[ ]	[ ]

Signature of the Employee: **Date:**

PART D **(To be completed by Direct Reporting Officer)**

Approved [   ]   Not Approved [   ]   Leave Approved without pay [   ]   Subject to [   ]

Signature of Branch Manager   **Signature of Approving Officer**
Date: **Date:**

HR Apex Investments Leave Application