

LEAVE APPLICATION FORM

Date: 2/10/2020

Reason for leave: My service(motorcycle) did not start due to heavy rain since last night.

I, Limpangog Orley g. of IT department request for Vacation Leave from 2/10/2020 to 2/10/2020.

I hereby delegated my duties and responsibilities to Heherson Amit for the duration of my leave of absence. I understand that should i fail to report back to work within 48 hours after the time requested above, i should be charged with Absence Without Official Leave (AWOL) and shall not be paid for the extra days incurred, which will greatly affect my performance rating.

Below certifies that i have obtained permission from immediate supervisors.

CONFORME:_____

Applicant

NOTED BY: _____

Supervisor/Manager

Delegated to

VERIFIED BY: _____

Admin / HR

APPROVED BY: Kenneth Subaria

President