

LEAVE REQUEST FORM

Employee Name: John Ben Ochai		Designation: Software Engineer
Reasons For Requested Leave (Please Tick the Appropriate Box)		
<input checked="" type="checkbox"/> Annual Leave	<input type="checkbox"/> Bereavement Leave	<input type="checkbox"/> Parental Leave
<input type="checkbox"/> Sick Leave	<input type="checkbox"/> Maternity Leave	<input type="checkbox"/> Other
Start Date 25 th November, 2024 16 th December, 2024	End Date 29 th November, 2024 31 st December, 2024	Resumption 1 st December, 2024 2 nd January, 2025

Employee's Signature



Manager /Supervisor Approval

<input type="checkbox"/>	Approved
<input type="checkbox"/>	Declined