



LEAVE APPLICATION FORM
(Attach Documentary Evidence Where Applicable)

Name : Preetkiran Kaur

Department : Technical

Position : Business Analyst

Leave Required : Annual

Reason : prayers

12-05-2017
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 : Kenniy Marshall

I can be contacted At Tel No: 182107597

Leave Details

Period : Full Day

Balance Leave : 13.0

No Days : 1.00

Dates Applied : 19-05-2017

Name of Applicant : **Preetkiran Kaur** Department / Branch : **Technical**

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

Your balance leave as at 2017 is 13.00 days.

HR Dept

12-05-2017