



### LEAVE APPLICATION FORM

(Attach Documentary Evidence Where Applicable)

Name : Ancy Mathew

Department : Technical

Position : Analyst Programmer

Leave Required : Marriage

Reason : Marriage

24-10-2017

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 : Sebin Thomas

I can be contacted At Tel No: 172513105

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#### Leave Details

Period : Full Day

Balance Leave : 5.0

No Days : 5.00

Dates Applied : 08-01-2018,09-01-2018,10-01-2018,11-01-2018,05-01-2018

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Name of Applicant : **Ancy Mathew** Department / Branch : **Technical**

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

Your balance leave as at 2017 is 5.00 days.

HR Dept

24-10-2017