

## **EMPLOYEE LEAVE APPLICATION FORM**

**1.NAME OF EMPLOYEE:** OMWOYO HARON .O.

**ID NO:** 5948429

**PAYROLL NO:** SIL/011

**JOINING DATE:** 06-02-2004

**BRANCH/DEPARTMENT:** OPERATIONS

2.No of Days applied for .....31..... From...10-04-2019..... To.....11-05-2019.....

3.To report back on .....12-05-2019.....

4.Balance of leave days brought forward.....0.....

This years entitlement.....8.....

Days remaining after this application.....0.....

5.Person to relieve the applicant while on leave.....

Name.....Job Title.....

6.Applicant's contact address while on leave:.....

Telephone No.....Alternative Phone No.....

7.Signature of applicant.....

8.Leave Recommended/Rejected by:

Name.....Signature.....

9.Leave Approved/Rejected by:

Name.....Signature.....

### **Employee's Declaration**

*I hereby confirm that i have taken my annual leave and further agree that i have no claim against the company for any outstanding dues or days in lieu of my annual leave to (month)*

.....Signature.....

(Date).....09/04/2019.....

**(Incase your services are required,you will be called back prior to completion of your leave)**