



3530 Jerome Avenue, G A-12

Online Leave Management System**To the filled by the Applicant:**

Date: 2022/10/16

Name : Thomas Dryden
 Code No. : BOE0001
 Department : BOE
 Designation : Software Developer

Total Leave : 160 Day/s
 From : 2022-04-05 To : 2022-09-12
 Reasons : : someone is sfsfsf

Casual Leave ☐
 Sick Leave ☒
 Earn Leave ☐
 Maternity Leave ☐
 Paternity Leave ☐
 Bereavement Leave ☐
 Sabbatical Leave ☐
 Unpaid Leave ☐

 Applicant Signature

Contact Address/Telephone number during leave

Personal : 2022225658
 Office : 2022225658
 Address : 5

 Recommended by

 Head of Department

For office use only

Leave Name
 Leave due
 Leave Requested for
 Leave Balance

CL	SL	EL	ML	PL	BL	SL	UL	Total

 HR Department

 Approved By