

APPLICATION FOR LEAVE

Catering Industries



(To be completed by Employee)

NAME:.....Junaid Ejaz..... Branch:.....HO.....

Classification:..... Hours worked from:to

I wish to apply for - **Annual leave**

I wish to finish on.....**28/02/24**..... and resume on**29/02/24**

Taking (No. of working days)**1**.....**plus** P/Hols

Reason:

.....

Signature:JE..... Date 27/02/24.....

Manager's Comments:.....

.....

Manager's Signature:

Date:

Area Manager's Authorisation:

Date:.....

All leave requests must be authorised by the Area Manager and should be in head office not later than three weeks preceding date of leave commencement.

Date: March 2023

Review Date: March 2026

Doc ID No: 099-QMS-FRM-021

THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED