Leave Application Form

Employee Details

Requested Employee name:- Amdebirhan Asmamawl

Department:- Tech   Position:- Full Stack Developer   Date of request:-25 | 09 | 2025

Type of Leave:

- ☑ ~~Annual leave~~
- ☐ Maternity leave
- ☐ Parental Leave
- ☐ Sick Leave(Medical evidence is required)
- ☐ Wedding leave
- ☐ Funeral leave

Reason for Leave:-
Start Date:- 26/9/2025
End Date:- 26/9/2025
Number of Days:- 1

Contact Information During Leave
Phone:- 0921975184
Email:amdebrhanasmamaw93@gmail.com
Signature of Employee:_____
Date: 29| 09 | 2025

For Manager use only

Approved / Not Approved:- _____
Remarks: - _____
Signature of Approver: _____
Date: ____/____/_____