LEAVE APPLICATION

NAME: _Nicholus Mahlangu_   **ID Nr**: _9704125703080_

HOST EMPLOYER: _National Library of South Africa_

I wish to apply for leave as follows (please mark relevant block with X):

[✓] Annual Leave   [ ] Maternity Leave   [ ] Sick Leave   [ ] Family Leave

[ ] Others, please specify.

REASON FOR LEAVE REQUEST:

Personal family responsiblities which needed my undivided attention

FIRST DATE OF **LEAVE**	LAST DATE OF **LEAVE**	TOTAL NUMBER OF DAYS
4/2/2025	6/2/2025	3

I hereby confirm that I have discussed this leave with my direct supervisor and has his/her permission to submit this leave application.

N.Mahlangu _____   _____

Applicant's Signature   Manager/supervisor's Name

TO BE COMPLETED BY MANAGER/SUPERVISOR:

I hereby approve / reject this leave request, reason:

_____

_____   _____

Signature   **Date**