



Sopra Steria Asia Pte. Ltd.

Leave Application Form

Name: Employee Number:

Date of Application:

Number of Days :

From :

To :

Remarks :

Staff Signature :

Approved by(PM) & Date :

Covering Officer :

Date Received by HR :

HR Use Only:

Date of Employment

Employee Balance Leave till date

Employee Balance Leave for Employment Year

APPROVED BY (CEO)

DATE

NOTE: LEAVE IS ONLY CONSIDERED APPROVED WITH CEO SIGNATURE