

EMPLOYEE LEAVE APPLICATION FORM

1.NAME OF EMPLOYEE: FRED KAIRU

ID NO:

PAYROLL NO: INTGR1297

JOINING DATE: 01-01-1970

BRANCH/DEPARTMENT:

2.No of Days applied for7..... From....07-02-2019..... To.....14-02-2019.....

3.To report back on15-02-2019.....

4.Balance of leave days brought forward.....51.....

This years entitlement.....51.....

Days remaining after this application.....24.....

5.Person to relieve the applicant while on leave.....

Name.....Job Title.....

6.Applicant's contact address while on leave:.....10306 Nairobi.....

Telephone No.....0722537792.....Alternative Phone No....0722537792.....

7.Signature of applicant.....

8.Leave Recommended/Rejected by:

Name.....Admin.....Signature.....

9.Leave Approved/Rejected by:

Name.....Admin.....Signature.....

Employee's Declaration

I hereby confirm that i have taken my annual leave and further agree that i have no claim against the company for any outstanding dues or days in lieu of my annual leave to (month)

.....2019.....Signature.....

(Date).....21/03/2019.....

(Incse your services are required,you will be called back prior to completion of your leave)