

EMPLOYEE LEAVE APPLICATION FORM

1.NAME OF EMPLOYEE: SENZIGHE HATIBU G

ID NO: 20999573

PAYROLL NO: GVL/001

JOINING DATE: 01-09-2005

BRANCH/DEPARTMENT: OPERATIONS

2.No of Days applied for1..... From....01-02-2019..... To.....12-02-2019.....

3.To report back on13-02-2019.....

4.Balance of leave days brought forward.....25.....

This years entitlement.....25.....

Days remaining after this application.....15.....

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

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

6.Applicant's contact address while on leave:.....20610 Nairobi.....

Telephone No.....Alternative Phone No....0723416364.....

7.Signature of applicant.....

8.Leave Recommended/Rejected by:

Name.....Signature.....

9.Leave Approved/Rejected by:

Name.....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.....

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