# Employee leave application form

## Employee’s details

|  |  |
| --- | --- |
| First name: | Daxit |

|  |  |
| --- | --- |
| Surname: | Patel |

|  |  |
| --- | --- |
| Position: | Laravel Developer |

## Leave type

|  |  |
| --- | --- |
|  | Please tick the appropriate box(es). If you are applying for more than one type of leave, please specify the details in the comments section provided. |

Annual leave

Sick leave ✓

|  |  |
| --- | --- |
|  | Note: Upon termination of employment, leave taken that has not been accrued can be withheld from wages. |

Leave without pay

Other

Comments:

|  |
| --- |
| Leave due to Banking Work. |

## Period of leave

|  |  |
| --- | --- |
| Last day of work: | 19/04/02021 |

|  |  |
| --- | --- |
| Return to work date: | 20/04/2021 |

|  |  |
| --- | --- |
| Total number of working days off: | 1 |

|  |  |
| --- | --- |
|  | Note: Do not include any public holidays, or substituted days in the total. |

Comments:

|  |
| --- |
|  |

Signature of employee:harshita Date:17 /02 /2021

## Approval of leave (to be completed by manager/supervisor)

ApprovedNot approved

Reason for refusal (if applicable):

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Name of manager/supervisor: |  |

Signature of manager/supervisor: Date: / /