



LEAVE APPLICATION FORM

Full Name Takunda Charindapanze

Job Title Junior Design Instructor

Address Kambuzuma Hub

Type of Leave Requested (Please tick) :

- ☒ Annual
☐ Medical
☐ Maternity/ Paternity
☐ Study
☐ Compassionate
☐ Unpaid
☐ Other (specify).....

Dates
From..... 5 September 2025 To..... 9 September 2025 Total Days..... 2

Applicant's signature.....  Date..... 1 September 2025

FOR OFFICIAL USE

APPROVED	REJECTED
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Signed By:

Department supervisor..... Date.....

HR Department Date.....