

LEAVE APPLICATION FORM

Personal Leave of Absence Request (Leave, available only after completion of 90-Day Probationary Period)

 Inpaspages.com

Employee Name : Mr. S.T. Bala

Employee ID : EMP/01/25

Department / Unit : Marketing / Unit -2

Designation : Marketing Executive

Application Date : 14/05/2012

Application Receiver : J.D. Suryakant (H.R.)

Application No.

HR/LA/102

(Provide by HR)

REASON FOR LEAVE

- ☒ Sick
- ☐ Bereavement
- ☐ Unpaid Leave
- ☐ Personal Leave
- ☐ Maternity/Paternity
- ☐ Other

Leave Require Date From :

07/06/2012

Leave Require Date to :

12/06/2012

(Note: 30 days maximum leave granted per request.)

No. of Leave Req.

6

Approved Leave

6

Contact Details During Leave

Ph.No. : +123-456-789 | +123-987-654

Employee Sign. :

Plant Supervisor Sign. :

H.R. Sign :