



Leave(s) Application

Name: Ali Jan Employee No: 52-0699

Job Title: Credit Officer Department: RMD

Nature of leave/s Location: Rancho Adam.

In box type "a" for "v" tick

Casual Privilege Maternity Others

From 25-02-2021 To 26-02-2021 No. of day/s 02 (two)

Reason for leave/s Sister's Engagement Ceremony

Emergency contact no/s 0333-7007644

Signature of employee _____ Recommended by _____ Approved by _____

Head Office use only

Leave Balances	Entitled	Availed	Balance
Casual Leave			
Privilege Leave			
Maternity Leave			
Others			

Date: _____ Verified by HR Department _____

CL
Original:
* Current Month Leaves
CC:
* Branch
PL
Original:
* Personal file
CC:
* Branch
* Current Month Leaves
LFA
Original:
* LFA Fund Approval then Personal file
CC:
* Branch
* Current Month Leaves