



Leave(s) Application

Name: Ali Jan Employee No: 62-0659

Job Title: Credit Officer Department: R-M-D

Nature of leave/s Location: Tando Adam
In box type "a" for "✓" tick

Casual Privilege Maternity Others

From 4/3/2021 To 4/3/2021 No. of day/s 1

Reason for leave/s Personal Work

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 _____

Original: Current Month Leaves
CC: Branch
Original: Personnel file
CC: Branch
Original: LFA
Approval then Personnel file
CC: Branch
Original: Current Month Leaves