

LEAVE AUTHORISATION

A. LEAVE REQUEST

Name of Applicant: _____ Date of Request: _____

Staff Address: _____ Staff No.: _____

Days applied for: _____ Telephone No.: _____

Type of Leave: _____

Purpose: _____ Proposed Start Date: _____

Est. Resumption Date: _____ Relief Officer: _____

B. LEAVE UPDATE - for HR use only

This section indicates the approved details of the leave and forms the basis on which an employee must proceed on leave. It must be complied with.

Current Period

Leave entitlement: _____ days

Leave B/F: _____

Leave applied for: _____

Leave allowance: _____

Past Period

Leave arrears: **N/A**

Current Year Leave: _____

HR Authentication

C. APPROVAL

- You may proceed on leave as authenticated by HR.

Managing Director

Date

D. APPROVAL

- Accounts is authorized to pay leave allowance and/or leave encashment as authenticated by HR. (if applicable)

Head, HR & Admin.

Managing Director