



## LEAVE APPLICATION FORM

<b>For Employee Use Only</b>			
Application Date	Name	Designation	Employee ID
<p>The undersigned hereby acknowledge that the Company has fully right to finish and deduct all the rights and allowances if I don't come at the exact time which is approved by the company.</p>			
Requested Leave Date	Leave Type	Contact No.	<b>Employee Signature</b>
<p><i>NOTE: Absence for more than 7 continuous days after the approved Leave days of leave may cause termination as per Ministry of Labor Law, Article 120 Clause and Article 89.</i></p>			<b>Site Engineer Signature (if applicable)</b>

<b>For Accounts Use Only</b>		
Total Days Worked	Available Leave Days	<b>Signature</b>

<b>For Department Manager Use Only</b>		
Leave Application is:	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Approved Leave Start Date	Approved Leave End Date	<b>Signature</b>

Staff to cover duties:

**Remarks**

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<b>General Manager Approval</b>		
Leave Application is:	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
<b>Remarks</b>	<b>Signature</b>	