



**LEAVE APPLICATION REQUEST**  
(To be filled in by staff for leave of 1 day or more)

Staff's Name: \_\_\_\_\_ Dept: \_\_\_\_\_ Staff ID: \_\_\_\_\_

I request to be granted leave starting from \_\_\_\_\_ to \_\_\_\_\_

On account of \_\_\_\_\_

I will resume work on \_\_\_\_\_ .

**Staff's Signature** : \_\_\_\_\_ **Date of application:** \_\_\_\_\_

Leave **Approved / Disapproved** from \_\_\_\_\_ to \_\_\_\_\_

**Approved By** : \_\_\_\_\_

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**DUTY JOINING FORM**

Staff's Name: \_\_\_\_\_ Dept: \_\_\_\_\_ Staff ID: \_\_\_\_\_

I am resuming work/re-joining duty on \_\_\_\_\_ at \_\_\_\_\_ .  
*Day Date Time*

Staff's Signature: -----

HOD/Supervisors Sign : -----

Approved By : -----  
(Principal / Admin Manager)

Accountant : -----



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