

APPLICATION FOR LEAVE

DATE OF APPLICATION: 13 Apr 2023

EMPLOYEE NAME: Sabrina Wong

DEPARTMENT: Marketing

NO. OF DAYS ANNUAL/ SICK/FUNERAL: 1

NO. OF DAYS WITHOUT PAY: 0

FROM DATE: 24/04/2023

TO DATE: 24/04/2023

RETURN TO WORK ON: 26/04/2023

EMPLOYEE SIGNATURE: Sabrina Wong

AUTHORISED BY:

- Added to Agenda at the Executive Meeting**
- Staff Member Notified**
- Added to Outlook Calendar – Admin / Production**
- Added to the yearly annual leave calendar in
Financial controller's office**

Admin

Molly, Michael,
Anthony,
Elizabeth, Rubina,
Donna

Production

Molly, Michael,