



# VACATION FORM

Staff name: .....

Position: .....

## LEAVE DETAILS:

From: ..... Until: .....

Total no. of days: ..... Where: .....

Re-joining date: .....

Signature: .....

Approval by: .....

Date: .....

THIS PORTION TO BE FILLED UP BY HR:

Earned Leaves:	
Total Number of Holidays Already Taken:	
Balance:	
Remarks:	