

THE REGISTERED TRUSTEES OF THE ISMAILI MUSLIMS CHARITABLE TRUST

(April - 2024)

Employee Leave Approved

DEPARTMENT: SOUTHERN COMMITTEE : Date: _____

LEAVE REQUEST NO: 14

ANNUAL LEAVE APPLICATION

ID NO: 165

NAME IN FULL: BBBdd

LEAVE STATUS: Available

DATE OF JOINING: 18-Dec-2024

LAST LEAVE AVAILED IN YEAR: 2024 FROM 20-Dec-2024 TO 20-Dec-2024

LEAVE REQUEST: Approved 1.0 DAYS FROM 20-Dec-2024 TO 20-Dec-2024

REMARK: _____

CURRENT YEAR LEAVE

| Year | From Date | To Date | Leave Days |
|------|-------------|-------------|------------|
| 2024 | 20-Dec-2024 | 20-Dec-2024 | 1.0 |

CURRENT SUMMARY

| Year | Leave Taken |
|------|-------------|
| 2024 | 28 |

TO BE FILLED BY ACCOUNT'S DEPARTMENT

Company's LOAN BALANCE: TSHS _____

ADVANCE SALARY / MONTHLY SALARY: TSHS _____

STATUS: LEAVE STATUS PENDING, AWAITING APPROVAL

APPLICATION

Head of Department: _____

Gen. Manager: _____