

THE REGISTERED TRUSTEES OF THE ISMAILI MUSLIMS CHARITABLE TRUST

(April - 2024)

Employee Details

DEPARTMENT: _____ Date: _____

LEAVE REQUEST NO: 726

ANNUAL LEAVE APPLICATION

ID NO: 99

NAME IN FULL: HUSSEIN MCHENI

LEAVE STATUS: AVAILABLE

DATE OF JOINING: 1-FEB-22

LAST LEAVE AVAILED IN YEAR: 2023 FROM 01-JAN-2023 TO 2023

LEAVE REQUEST: PENDING 5 DAYS FROM 1-JAN-2023 TO 2023

REMARK: _____

CURRENT YEAR LEAVE

Year	From Date	To Date	Leave Days
2023	09-03-22	09-03-22	59

CURRENT SUMMARY

Year	Leave Taken
2022	28
2023	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: _____