



**CASUAL LEAVE APPLICATION
CORPORATE/ ZONAL OFFICE PERSONNEL ONLY**

Name: _____

I am requesting for _____ days casual Leave

From: _____ To: _____

Detailed Reason for request:

Why can this not be done at weekend or outside office hours?

No of Casual Leave days taken this year: days

No of occasions in which Casual Leave applications have been made
this year:

No of Annual leave days taken so far this year is:

Applicant's Signature

Comments/Recommendation by Head of Department

Recommended

Not Recommended

Human Resources

Approved

Not Approved

Signature: **HR/MD**

Date:



Name _____

Date _____

Department _____

Designation _____

Dear,

APPLICATION FOR CASUAL LEAVE.

Your application dated _____, 20 _____ for casual leave is hereby approved subject to the company's Policy.

Accordingly, you may proceed on casual leave on _____, 20 _____.

You are to resume duty on _____, 20 _____.

RECOMMENDED BY:

Yours Faithfully,
For: **INVESTMENT CENTRE LIMITED**

HEAD, HUMAN RESOURCES