Leave Application

# DETAILS:

|  |  |
| --- | --- |
| FULL NAME: | Enter employees full name |
| EMPLOYEE NUMBER: | Enter employee number |
| START DATE: | Select a Start Date |
| END DATE: | Select an End Date |
| REASON FOR LEAVE: | Choose a reason for leave |
| RESOURCE ASSESSMENT COMPLETED? | Please click if YES |

# COMMENTS / NOTES:

Enter any relevant comments or notes