



DAS FINANCIAL CONSULTANTS (PTY) LTD

Registration No. 2016/409263/07

LEAVE REQUEST FORM

EMPLOYEE DETAILS

Name of employee	:	<input type="text"/>
Employment start date	:	<input type="text"/>

TYPE OF LEAVE

<input type="checkbox"/> Annual
<input type="checkbox"/> Sick
<input type="checkbox"/> Family responsibility
<input type="checkbox"/> Maternity
<input type="checkbox"/> Unpaid
<input type="checkbox"/> Other
Comments : <input type="text"/>

NUMBER OF WORKING DAYS REQUESTED

Public holidays and weekend days are not recorded as any form of leave.

Employee has to submit the leave request form at least 14 days prior to the leave start date requested.

LEAVE PERIOD REQUESTED

From	:	<input type="text"/>
To	:	<input type="text"/>

REASON FOR WHY REQUEST FOR LEAVE IS LATE (IF APPLICABLE)

<input type="text"/>	<input type="text"/>
Employee signature	Application date
<input type="text"/>	<input type="text"/>
Employer authorised signature	Authorisation date

Director : D.Mongis



083 883 3514

P.O.Box 10181, Aston Manor, 1620



Unit 1, 18 Edendale Road West, Eastleigh, Edenvale

www.dasconsultants.co.za

