



Mtaa Wa Uhindini,
 S.L.P 4169,
 Dodoma.
 Simu (+255) 0768 911 049)
 (+255) 0652 933 370)
 Barua pepe: imarishamaishald1@gmail.com
info@imarishamaisha.com

Employee Leave Request Form

A request for leave must be completed prior to each planned absence from work and submitted to your immediate HR/supervisor for approval. Signed form will be returned to the Human Resources department for records keeping.

Name: _____ Department: _____

Types of leave	From:	To:	Date Returning to work:	Number of days taken:
Vocation				
Personal day				
Calamity				
Family issues				
Others:				

Total number of day(s)/hours away (not including public holidays and Sundays) _

Manager/Supervisor comments.....



Mtaa Wa Uhindini,
S.L.P 4169,
Dodoma.
Simu (+255) 0768 911 049
(+255) 0652 933 370
Baruapepe: imarishamaishald1@gmail.com
info@imarishamaisha.com

Employee's Signature _____ Date: _____

HR-Comments

.....
.....
.....
.....
.....

Approved Not Approved

Supervisor's Signature: _____ Date: _____

Manager's Signature.....Date.....

HR/HQ: _____ Date: _____