



UGEN TRADING HOUSE

LEAVE APPLICATION FORM

1. Name of employee :

2. Designation :

3. Division (UTH/UEM/UA/FENESTA/UIT/UE) :

4. Type of Leave applied for : (Please tick the relevant box)

- Earned leave Casual leave Leave without pay Medical leave
 Bereavement leave. Maternity leave Paternity leave Escort leave
 Others

5. Date of leave from : to :

6. Reason for leave :

7. Address during the leave :

8. Name of the substitute if only the leave period is more than a week:

Signature of Applicant

Certified by HR

Number of leave used till date: and number of leave balance till date:

Signature of the Immediate Supervisor

Signature of Controlling Officer
(If only availed for more than 1 week)