



LEAVE APPROVAL DOCUMENT

Applicant Details

Request Number: LEAVE-2026-0001
Name: Grace Teacher
Department: Academics
Position: Math Teacher

Leave Details

Leave Type: Annual Leave
Start Date: Sunday, September 27, 2026
End Date: Thursday, October 1, 2026
Number of Days: 5
Destination: Musanze
Reason:
Family vacation and rest.

Approval

Supervisor Confirmation



Confirmed by Supervisor

Name: Eric Team Leader
Date: 2026-09-17

Human Resources

Approved by: Fulgence Manager
Date: 2026-09-17
Signature: _____

HR Stamp

Supervisor comment: Approved, coverage arranged.

HR comment: Approved by HR.