



LEAVE APPROVAL DOCUMENT

Applicant Details

Request Number:LEAVE-2026-0002

Name:Operation Manager

Department:Business

Position:N/A

Leave Details

Leave Type:Annual Leave

Start Date:Thursday, October 1, 2026

End Date:Saturday, October 10, 2026

Number of Days:10

Reason:
Annual leave

Approval

Supervisor Confirmation

No supervisor was set - routed directly to HR.

Human Resources

Approved by: HR Manager

Date: 2026-09-17

Signature: _____

HR Stamp