



**NAZIM**  
MAINTENANCE & GENERAL CONSTRUCTION CO.  
Islamabad Pakistan

Leave Application Form		
<b>Employee Name:</b>	<b>Department Name:</b>	
<b>Designation:</b>	<b>Employee Number:</b> 629466-	
<b>Reason for Requested Leave</b>		
Sick Bereavement Unpaid Leave Personal Leave Maternity/ Paternity <b>Other</b>		
<b>Dates Requested:</b>	<b>Leave From:</b>	<b>To:</b>
<b>Employee's Signature:</b>	<b>Date:</b>	
<b>Manager/ Supervisor Approval Name:</b>	<b>Signature:</b>	
<b>Comments:</b>		
<b>Accounts Office Verification:</b>		
<b>Name:</b>	<b>Signature and stamp:</b>	