

Tentative Leave Chart – _____ : Overseas Employees

Name:

Yearly Entitlement: Annual Leave: 30 ± Sick - leave 14 days

1st Quarter – January to March

SL. No	Annual			Signature. By Applicant	Signed By Director	Casual / Sick			Sig. By Applicant	Signed By Director	Enclosure No.
	From	To	Total Days			From	To	Total Days			
1											
2											
3											
4											

2nd Quarter – April to June

SL. No	Annual			Signature. By Applicant	Signed By Director	Casual / Sick			Sig. By Applicant	Signed By Director	Enclosure No.
	From	To	Total Days			From	To	Total Days			
1											
2											
3											
4											

3rd Quarter – July to September

SL. No	Annual			Signature. By Applicant	Signed By Director	Casual / Sick			Sig. By Applicant	Signed By Director	Enclosure No.
	From	To	Total Days			From	To	Total Days			
1											
2											
3											
4											

4th Quarter – October to December

SL. No	Annual			Signature. By Applicant	Signed By Director	Casual / Sick			Sig. By Applicant	Signed By Director	Enclosure No.
	From	To	Total Days			From	To	Total Days			
1											
2											
3											
4											

SUMMARY: