creamer media

FAMILY RESPONSIBILITY LEAVE FORM

PLEASE FILL IN THE DETAILS NEATLY AND ACCURATELY, MANY THANKS

NAME: Kimberley Smuts

TODAY'S DATE: 25 April 2016

DAY'S OF LEAVE FROM: _____ TO: _____

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NUMBER OF DAYS IN TOTAL: _____

Was this leave applied for at least two weeks in advance as per company policy YES ☐ NO ☐

If no, briefly outline the circumstances:

_____

_____

_____

Signed: _____ Date: _____
(Applicant)

Manager informed of leave application:

Signed: _____ Date: _____
(Manager)

Signed: _____ Date: _____
(Publisher)

NOTE: In Exceptional circumstances leave may be granted without the required two weeks advanced notice. For operational reasons all leave applications are considered at a weekly leave meeting, usually held on a Friday