



Name:

Department:.....

Post title:

Day	Date	Time	Total	Leave	Employee	Replacement	Supervisor
		(From-To)	hours	Type(N,S)	signature	signature	signature
Saturday	2-Dec-23						
Sunday	3-Dec-23						
Monday	4-Dec-23						
Tuesday	5-Dec-23						
Wednesday	6-Dec-23						
Thursday	7-Dec-23						
Saturday	9-Dec-23						
Sunday	10-Dec-23						
Monday	11-Dec-23						
Tuesday	12-Dec-23						
Wednesday	13-Dec-23						
Thursday	14-Dec-23						
Saturday	16-Dec-23						
Sunday	17-Dec-23						
Monday	18-Dec-23						
Tuesday	19-Dec-23						
Wednesday	20-Dec-23						
Thursday	21-Dec-23						
Saturday	23-Dec-23						
Sunday	24-Dec-23						
Monday	25-Dec-23						
Tuesday	26-Dec-23						
Wednesday	27-Dec-23						
Thursday	28-Dec-23						
Saturday	30-Dec-23						
Sunday	31-Dec-23						

Leave type: N: Normal, S: Sick.

Signature of Director
Muhammad Omer Ali