



Guaranty Trust Bank (Rwanda) plc

GT Bank Rwanda Ltd - Leave Application Form

Name _____ **Dept.**

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Leave type _____ **Annual / Maternity / Paternity / Compassionate.....**

Leave Requested _____ **Days**

From _____ **To**
(Inclusive)

Days Leave Now in Hand..... **Days in Hand After Leave Now**
Sought.....

During my absence my position will be covered by:

.....

I may be contacted in emergency as follows:

.....

Signature..... **Date**.....

I am agreeable to this person proceeding on leave and will be able to cover the position in his/her absence through the person indicated above or other arrangements that I will make.

Line Manager's Signature..... **Date**.....

Leave Approved..... **(HR Manager) Date**.....

Other Comments: