



**PRESTIGE ALLIANCE MPC
SERV-PRO**

APPLICATION FOR LEAVE

NAME OF MEMBER : _____ COMPANY ASSIGNED _____
POSITION : _____ ASSIGNMENT : _____

Please check type of leave applied for

_____ Vacation Leave _____ Emergency Leave
_____ Sick Leave _____ Others

Leave to be taken:

From : _____

To : _____

No. of days : _____

Reason/Explanation:

Prepared by:

Noted by:

Approved by:



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