



Basic Employee Information

Application Id	Application D...	Employee Id *	Employee Name	Date of Joining
VM/LAP/103...	24/06/2024	E1284	Naveen Kumar Kona	03/10/2022

Leave Details

Entitled Leaves	Availed Leaves	Leave Balance	Leave Type *	Half Day *
19	1	18	PL	<input type="radio"/> Yes
				<input checked="" type="radio"/> No
Leave Dates(From & To) *		No of Days	Contact Num...	Optional Bala...
24/06/2024 - 28/06/2024		5	7731900909	
Reason *		File Upload i...		
My Grand mother condition is in serious		Upload		

☒ I have cross checked application details (leave dates, leave period,half day or full day).I also acknowledge * that the company reserves the right to request additional documentation or clarification related to my leave request.