

## BLACK TULIP FLOWERS-LEMOTIT FARM

### MANAGEMENT STAFF LEAVE FORM

Dear Sir/madam,

I should be most grateful if I may be permitted to be away from the department as follows: -

From am/pm Day Monday Date 15/12/2025

To

Day Saturday Date 17/12/2025

This is made up as follows: -

Annual Leave - Dates (15/12/25 - 17/12/2025) 27 Days

Compassionate leave - Dates (.....) ..... Days

(Please give reason below for this leave)

Maternity/paternity leave - Dates (.....) ..... Days

Other (Please state) - Dates (.....) ..... Days

Total 27 Days

CL Reason Annual Leave

It is confirmed that I will return in time to resume duty on 18/12/2025

Yours faithfully,

Name Dipash Patel Signature [Signature]

To..... your application for leave of absence

dated ..... is Approved ..... Not Approved .....

Head of Department

Farm Manager

Human Resource Manager

[Signature]

[Signature]