



## Barakat Immigration Consulting - Lanka (Pvt) Ltd

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### LEAVE REQUEST FORM

Date: 28.01.2026

Full Name: N K G Anuradha Sampath

Mobile Number: 0783302448

Position: Software Engineer

#### LEAVE DATE REQUESTED

From: **MON** | TUE | WED | THU | FRI | SAT DATE: 02/02/ 2026

To / And: **MON** | TUE | WED | THU | FRI | SAT DATE: 02/02/ 2026

Total number of days: \_\_\_\_1\_\_\_\_ **Annual leave [ ] Casual leave [1] OR In lieu leave [ ]** (approval at management discretion)

#### IF TAKING IN LIEU LEAVE:

At Management discretion and approval, I would like to work on these holiday days that will be considered normal working days in lieu of the holiday days.

#### PROPOSED WORK DAYS & DATES IN LIEU OF THE LEAVE DAY(S):

From: MON | TUE | WED | THU | FRI | SAT | DATE: \_\_\_\_\_ To / And: MON

| TUE | WED | THU | FRI | SAT | DATE: \_\_\_\_\_

#### REASON LEAVE REQUESTED

A personal matter

*Anuradha*

SIGNATUR

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*leave approvals must be requested and approved on the form overleaf* All



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## **RECOMMENDED BY (Reserved to immediate superior)**

I recommend the leave and I confirm that all tasks assigned are completed and that the absence will not affect the projects' progress and staff member will be replaced by \_\_\_\_\_ for balance or new work assigned:

**Anuradha Sampath** Name of immediate superior.

Signature of immediate superior

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\_\_\_\_ **Reserved to management:**

Leave approved: FROM: day & date \_\_\_\_\_ | TO / AND: day & date

\_\_\_\_\_ **Annual [ ] Casual [ ] In Lieu Leave [ ]** Nbr of day(s) approved: \_\_\_\_\_

**Management Signature:**

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## **LEAVE ENTITLEMENT**

### **1. ANNUAL LEAVE**

If you are entitled to Annual leave (yearly), the number of days you are entitled to has been mentioned in your appointment letter / contract.

### **2. CASUAL**

You are entitled to casual leave, with full payment payable, for a period, or aggregate of periods not exceeding seven days, for sick leaves your application must be supported by a medical certificate issued by a registered medical practitioner. You are entitled to 7 days of casual leave per year. During your first year, leave accrues at a rate of ½ day per month (or 1 day every 2 months). From the second year onward, you may take up to 1 day of casual leave per month, up to the annual limit of 7 days.

### **3. IN LIEU LEAVE**

- Leave can be taken and can be approved in the case the individual works on another leave/holiday day in replacement of that leave day with prior management approval.
- Can be granted if project deadlines can be met and assigned tasks are completed, and a genuinely valid reason for taking the specified leave has been provided.

*leave approvals must be requested and approved on the form overleaf*