

CITIGROUP HOLIDAY 2008

Name: MOORI ASHOK KUMAR REDDY (GEID # 1000591297 Employee # AR91297)

Annual Entitlement: **Days Carried Forward from 2007:** 4
(From previous year's allocation)

Days Remaining: 18

Holiday Required

<u>Start Date: (Including day)</u>	<u>End Date: (Inclusive)</u>	<u>No of Days:</u>
25/02/2008	07/03/2008	10

Total: 10

Holiday Cancelled

<u>Start Date: (Including day)</u>	<u>End Date: (Inclusive)</u>	<u>No of Days:</u>
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Total:

Days Acquired For Time off In Lieu

<u>Dates:</u>	<u>Description:</u>	<u>No of Days:</u>
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Total:

Total Days Remaining:

Employees Signature: M. A. K. Reddy

Managers Signature: _____

ADMINISTRATION USE ONLY

Total Days Remaining Checked By Date:

Form to be authorised and returned to: