

Leave Request Report

From 14-November-2024 to 14-November-2024

UsamaFiaz

Employee Information

Employee Code : NPJ00126

Station : HeadOffice

Department : Laravel And PHP Team

Group : Napollo

Designation : Laravel Developer

Date Of Joining : 05-July-2022

Leave Request Detail

Leave Type	Leave Duration	Leave Days	Club Days	Sandwich Days	Remaining Leaves	Leave From	Leave To
Annual Leave	Full Day	7.00	0	0	16.00	14-November-2024	22-November-2024

Reason: I hope this message finds you well. I am writing to formally request annual leave from November 14 to November 22. During this period, I need to complete some missing credit hours, which require my attention during the daytime. I want to assure you that I will remain available during my regular shift, so if anything urgent arises, you can reach me. Thank you for considering my request.

Approval Routing

Requested By : Usama Fiaz

Requested For : Usama Fiaz

Employee Name	Status	Action	Routing Date	Remarks
Usama Fiaz	Requested	-	05-Nov-24 11:26:15 PM	-
Zain Zohaib	Rejected	Rejected	11-Nov-24 11:20:49 PM	Resend again for the days you actually need leave. Remaining would be considered WFM.