

VACATION TRANSACTION REPORT

REQUEST INFORMATION

Request Date: January 10, 2025 at 2:30 PM

EMPLOYEE INFORMATION

Employee ID: EMP001

Employee Name: Omar Abdelrahman

Department Name: IT Department

VACATION DETAILS

Vacation Type: Annual Vacation

Start Date: January 15, 2025

End Date: January 20, 2025

Duration: 5 Days

APPROVAL INFORMATION

Names and Job Titles of Reviewers:

- Direct Manager: Sarah Mahmoud, IT Manager
- HR Department: Khalid Hassan, HR Specialist
- General Manager: Abdullah Kareem, General Manager

Date and Time of Request Approval: January 12, 2025 at 10:30 AM