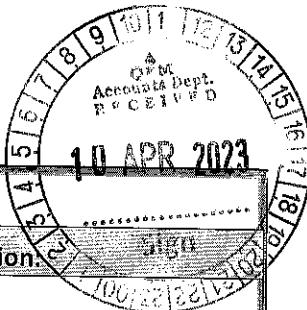


3822

ZAD HUMAN RESOURCES


  
Zad Holding Company Ltd.


### Leave Requisition Form

**Part 1 (To be filled by Employee)**

Date of Initiation:

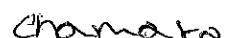
Full Name : Nadeesh Chamra.

Job Title :  Employee Code : 4517

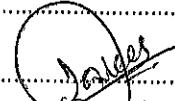
Department : Lab - Quality Business Unit : QFM

**Leave Type**

Annual [ ] Encashment [✓] Leave Without Pay [ ] Leave With Pay [ ]

**Leave Information**Leave From:  Leave up to:  No of Days:  Return to duty date: **Contact Details while on vacation**Telephone No. :  Mobile No. : Address :  Email ID : Backup employee during leave period based on discussion with Dept. Head:  Signature of backup employee: 

Signature of Employee

**Part 2 (Department Approval – to be filled by Department Head)**Remarks (if any):   
Signature of Department Head

30/03/2023

Date

**Part 3 (Leave Eligibility – to be filled by HR)**

DOJ : 10/5/2016	Total leave taken : 51 days
Passport Expiry : <input type="text"/>	QID Expiry : <input type="text"/>

Leave Passage &amp; Dependent Details:

Colombo economy ticket for self

From 11/5/22 to 2/5/23 for 30 days

  
2nd  
10/04/23

Unit - HR &amp; Admin

**Part 4 (Final Approval – to be filled by CEO/GM/VP)**

No of Days : <input type="text"/>	Signature : 	Date : <input type="text"/>
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