

**Leave Requisition Form****Part 1 ( To be filled by Employee )**

Date of Initiation:

Full Name : Fathi Ali Anees

Job Title : Sr. Miller

Employee Code : 2040

Department : Production

Business Unit : GFM

**Leave Type**

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

**Leave Information**

Leave From: 13-5-23 Leave up to: 16-6-23 No of Days: 35 Return to duty date: 17-6-23

**Contact Details while on vacation**

Telephone No. 00962799907485

Mobile No. 00962799907485

Address : Jordan - Tnbid

Email ID a.fathi22@yahoo.com

Backup employee during leave period based on discussion with Dept. Head:

Signature of backup employee:

Hifzur Rehman

Signature of Employee

**Part 2 (Department Approval – to be filled by Department Head )**

Remarks (if any):

Kindly do the need full.

Signature of Department Head

04/04/23

Date

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

DOJ : 19/4/1992

Total leave taken : 32 days

Passport Expiry : 7/2/2026

QID Expiry : 26/5/2023

Leave Passage &amp; Dependent Details:

Amman economy ticket for self &amp; spouse.

From 22/4/22 to 25/3/23 for 30 days

Unit - HR &amp; Admin

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

No of Days :

Signature :

Date :