

3189

ZAD HUMAN RESOURCES



شركة زاد القابضة
Zad Holding Company



Leave Requisition Form

Part 1 (To be filled by Employee)

Date of Initiation: 18/04/2023

Full Name : ABDUL HAI

Job Title : HELPER

Employee Code : 4863

Department : MAINTENANCE

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:
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Contact Details while on vacation

Telephone No. :	Mobile No. :
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Address :	Email ID :
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Backup employee during leave period based on discussion with Dept. Head:	Signature of backup employee:
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ABDUL HAI

Signature of Employee

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

Remarks (if any):

M.Y.

Signature of Department Head

Date

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

DOJ: 14/5/2017	Total leave taken : —
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Passport Expiry : —	QID Expiry : —
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Leave Passage & Dependent Details:

Dhaka economy ticket for self

*2 months
17 hours*

From 14/5/22 to 19/4/23 for 30 days

Unit - HR & Admin

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

No of Days :	Signature :	Date :
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