

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

Date of Initiation: 08/04/2023

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:

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:

ABDUL HAI

Signature of Employee

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

Remarks (if any):

Signature of Department Head

Date

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

DOJ: 14/5/2017

Total leave taken : —

Passport Expiry : —

QID Expiry : —

Leave Passage & Dependent Details:

Dhaka economy ticket for self

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

2 weeks / 17 hours

Unit – HR & Admin

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

No of Days :

Signature :

Date :