



### Leave Requisition Form

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

Date of Initiation: 05/03/2023

Full Name : Abdul wadood mohammed Ansar

Job Title : Plumber

Employee Code : 2723

Department : maintenance

Business Unit : QFM

**Leave Type**

Annual [✓]

Encashment [ ]

Leave Without Pay [ ]

Leave With Pay [✓]

**Leave Information**

Leave From: 15/04/2023

Leave up to : 15/05/2023

No of Days : 30

Return to duty date: 16/05/2023

**Contact Details while on vacation**

Telephone No. :

Mobile No. : +94771405402

Address : 41/3 jilani road dharga town srilanka

Email ID : abdulansar063@gmail.com

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

Santhosh

Signature of backup employee:

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: 21/3/2010

Total leave taken :

Passport Expiry: 15/11/2028

QID Expiry: 18/3/2024

Leave Passage &amp; Dependent Details:

Colombo economy ticket for self

From 28/4/22 to 29/12/23 for 30 days

Unit – HR &amp; Admin

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

No of Days :

Signature :

Date :