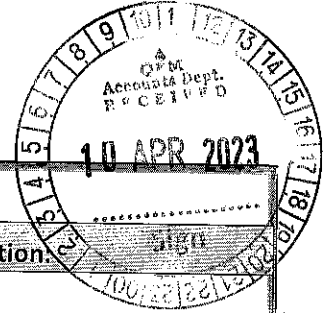


3822

ZAD HUMAN RESOURCES

الشركة زاد القابضة
Zad Holding Company



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 : QPM

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:

Chamra

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: —

QID Expiry: —

Leave Passage & Dependent Details:

Colombo economy ticket for self

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

24/2/23
10/04/23

Unit - HR & Admin

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

No of Days :

Signature :

Date :