

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

Date of Initiation:

Full Name : Karim Saber

Job Title : Sr. Manager

Employee Code : 2984

Department : Trading & Operation

Business Unit : Q&T

Leave Type

Annual []

Encashment [X]

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. :

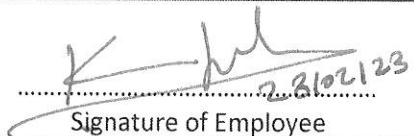
Mobile No. :

Address :

Email ID :

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

Signature of backup employee:



 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 : 20/04/2011

Total leave taken : —

Passport Expiry : —

QID Expiry : —

Leave Passage & Dependent Details:

30 days Leave salary up to 19/03/2023

Sector - Doha - Cairo - Doha.

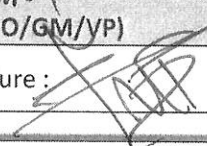
Economy class air ticket for self + spouse and

2 child less than 12 year.



 Unit – HR & Admin
Part 4 (Final Approval – to be filled by CEO/GM/YP)

No of Days :

Signature : 

Date : 28/2/23