

1500

ZAD HUMAN RESOURCES



Leave Requisition Form

Part 1 (To be filled by Employee)

Date of Initiation:

Full Name : Purna Bahadur

Job Title : DRIVER

Employee Code : 5140

Department : Sales

Business Unit : Qfi

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:

Purna
Signature of Employee

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

Remarks (if any):

Kashy
Signature of Department Head

Date

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

DOJ: 01/01/2018

Total leave taken : —

Passport Expiry :

QID Expiry : —

Leave Passage & Dependent Details:

Kathmandu economy ticket for self

From 24/7/22 to 22/12/22 for 9-22 days (pro-rata)

24/7/22
Unit – HR & Admin

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

No of Days :

Signature :

Date :