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

Date of Initiation: 18-04-23

Full Name : Mohd Adnan

Job Title : Helper

Employee Code : 6569

Department : Flour Delivery

Business Unit : QFM

Leave TypeAnnual [☒] Encashment [☐] Leave Without Pay [☐] Leave With Pay [☐]**Leave Information**

Leave From: 20.05.23 Leave up to: 18.06.23 No of Days: 30 Return to duty date: 19.06.23

Contact Details while on vacation

Telephone No. :

Mobile No. : 0092-3024303919

Address : Pakistan

Email ID :

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

Zeeshan

Signature of backup employee:

Zeeshan

Signature of Employee

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

Remarks (if any): Backup available

Signature of Department Head

Date

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

DOJ: 04/12/2021

Total leave taken : —

Passport Expiry: 28/6/2026

QID Expiry: 11/12/2023

Leave Passage & Dependent Details:

Islamabad economy ticket for self


From 4/12/21 to 5/5/23 for 31.56 days

Zamir
20/04/23

Unit - HR & Admin

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

No of Days :

Signature : 

Date :