


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

Date of Initiation: 04.04.2023

Full Name :	Biz Bahadur Sunar	Employee Code :	3593
Job Title :	Merchandiser	Business Unit :	3593
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:
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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 : 21/5/2013	Total leave taken : 55 days
Passport Expiry :	QID Expiry : _____

Leave Passage & Dependent Details:

Kathmandu economy ticket for self

From 23/5/22 to 18/5/23 for 30 days

Unit - HR & Admin

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

No of Days :	Signature :	Date :
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