

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

Date of Initiation: 05/03/2023

Full Name : Abdul wadood mohammed Ansar

Job Title : Plumber Employee Code : 2723

Department : maintenance Business Unit : QFM

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

Leave From: 15/04/2023 Leave up to :15/05/2023 No of Days : 30 Return to duty date:16/05/2023

Contact Details while on vacation

Telephone No. : Mobile No. : +94771405402

Address : 41/3 jilani road dharga town sri lanka Email ID : abdulansar063@gmail.com

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

Santhosh

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 : 21/3/2010 Total leave taken : -

Passport Expiry : 15/11/2028 QID Expiry : 18/3/2024

Leave Passage & Dependent Details:

Colombo economy ticket for self

From 28/4/22 to 29/2/23 for 30 days

13/3/23

Unit – HR & Admin

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

No of Days :

Signature :

Date :