
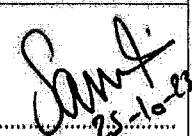





Leave Requisition Form

Part 1: (To be filled by Employee)		Date of Initiation: 25/10/2023	
Full Name : Dr. Hossam Banna			
Job Title : General Manager		Employee Code : 100998	
Department : Management		Business Unit : ALCAT Contracting Co.	
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. : 55811984	
Address :		Email ID : drhossbanna@yahoo.com	
Backup employee during leave period based on discussion with Dept. Head:		Signature of backup employee:	
<div style="text-align: right;">  Signature of Employee </div>			
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: 14-12-2008		Total leave taken: 22 Unpaid Leave	
Passport Expiry: -		QID Expiry: -	
Leave Passage & Dependent Details:			
Leave salary 30 days up to 13/11/23 Class: Business - Doha - Los Angeles - Doha Entitlement: Self + spouse + 3 children (2 below 18 years + 1 below 10 years)			
<div style="text-align: right;">  Unit - HR & Admin </div>			
Part 4: (Final Approval – to be filled by CEO/GM/VP)			
No of Days :	Signature : 	Date :	