

## Leave Requisition Form

**Part 1 ( To be filled by Employee )**
**Date of Initiation:**

Full Name :

Job Title :

Employee Code :

Department :

Business Unit :

**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:

 .....  
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 :

Total leave taken :

Passport Expiry :

QID Expiry :

Leave Passage &amp; Dependent Details:

 .....  
Unit – HR & Admin

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

No of Days :

Signature :

Date :