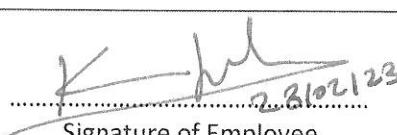
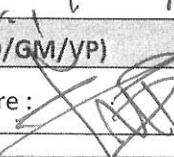




### Leave Requisition Form

<b>Part 1 (To be filled by Employee)</b>		Date of Initiation:
Full Name :	Karim Saber	
Job Title :	Sr. Manager	Employee Code : 2984
Department :	Trading & Operation	Business Unit : Qft
<b>Leave Type</b>		
Annual [ ]	Encashment [✓]	Leave Without Pay [ ]
Leave With Pay [ ]		
<b>Leave Information</b>		
Leave From:	Leave up to :	No of Days :
Return to duty date:		
<b>Contact Details while on vacation</b>		
Telephone No. :	Mobile No. :	
Address :	Email ID :	
Backup employee during leave period based on discussion with Dept. Head:	Signature of backup employee:	
 <span style="float: right;">28/02/2023</span> Signature of Employee		
<b>Part 2 (Department Approval – to be filled by Department Head)</b>		
Remarks (if any): .....		
Signature of Department Head		Date
<b>Part 3 (Leave Eligibility – to be filled by HR)</b>		
DOJ : 20/04/2011	Total leave taken : —	
Passport Expiry : —	QID Expiry : —	
Leave Passage & Dependent Details: 30 days Leave salary up to 19/03/2023 Sector - Doha - Cairo - Doha. Economy class air ticket for self & spouse and 2 child less than 12 years. 28/02/2023 Unit - HR & Admin		
<b>Part 4 (Final Approval – to be filled by CEO/GM/YP)</b>		
No of Days :	Signature : 	Date : 28/2/23