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ZAD HUMAN RESOURCES



شركة زاد القابضة Zad Holding Company

## Leave Requisition Form

# Leave Requisition Form

<b>Part 1 (To be filled by Employee)</b>		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.	
<b>Leave Type</b>		
Annual [ ]	Encashment [✓]	Leave Without Pay [ ]
Leave With Pay [ ]		
<b>Leave Information</b>		
Leave From:	Leave up to :	No of Days :
<b>Contact Details while on vacation</b>		
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:
		
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 : 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 ) Unit: HR & Admin		
<b>Part 4 (Final Approval – to be filled by CEO/GM/VP)</b>		
No of Days :	Signature : 	Date :