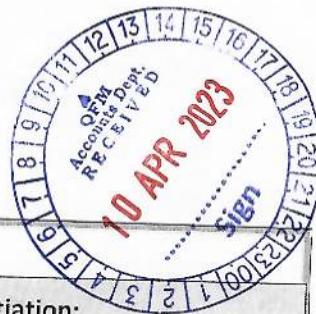


2746

ZAD HUMAN RESOURCES

شركة زاد للإيجار
Zad Holding Company LLC

Leave Requisition FormPart 1 (To be filled by Employee)

Date of Initiation:

Full Name : Fathi Ali Anees	
Job Title : Sr. Miller	Employee Code : 2040
Department : Production	Business Unit : GFM

Leave Type

Annual [✓] Encashment [✓] Leave Without Pay [] Leave With Pay []

Leave Information

Leave From: 13-5-23 | Leave up to: 16-6-23 | No of Days: 35 | Return to duty date: 17-6-23

Contact Details while on vacation

Telephone No. 0962799907485	Mobile No. 0962799907485
Address: Jordan - Trb'd	Email ID: afathi22@yahoo.com
Backup employee during leave period based on discussion with Dept. Head: Hifzur Rahman	Signature of backup employee:

Signature of Employee

Part 2 (Department Approval – to be filled by Department Head)

Remarks (if any):
Kindly do the needfull.

01/04/23

Date

Part 3 (Leave Eligibility – to be filled by HR)

DOJ: 19/4/1992	Total leave taken: 32 days
Passport Expiry: 7/2/2026	QID Expiry: 26/5/2023

Leave Passage & Dependent Details:

Amman economy ticket for self & spouse.

From 22/4/22 to 28/3/23 for 30 days

2mraidi
10/4/23
Unit - HR & Admin
Part 4 (Final Approval – to be filled by CEO/GM/VP)

No of Days :	Signature :	Date :
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