

1500

ZAD HUMAN RESOURCES



شركة زاد القابضة
Zad Holding Company

Leave Requisition Form

Part 1 (To be filled by Employee)		Date of Initiation:	
Full Name : Purna Bahadur			
Job Title : DRIVER	Employee Code : 5140		
Department : Sales	Business Unit : Qfi		
Leave Type			
Annual []		Encashment <input checked="" type="checkbox"/>	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:	

Purna
Signature of Employee

Part 2 (Department Approval – to be filled by Department Head)		
Remarks (if any): <i>Kashish</i>		
Signature of Department Head		Date
Part 3 (Leave Eligibility – to be filled by HR)		
DOJ : <u>01/01/2018</u>	Total leave taken : —	
Passport Expiry : <u> </u>	QID Expiry : —	
Leave Passage & Dependent Details: <i>Iathmenly economy ticket for self</i> <i>From 24/7/22 to 22/12/22 for 9-22 days (pro-rata)</i>		
Unit – HR & Admin		
Part 4 (Final Approval – to be filled by CEO/GM/VP)		
No of Days :	Signature : <i>OK</i>	Date :