



RASHEED CARPENTRY & CONSTRUCTION  
PVT. LTD. (A COMPANY OF MALDIVIA)

**RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD**  
**LEAVE APPLICATION FORM**  
**(Senior Staffs)**

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 4353 Passport\NIC No: A052380  
Name: FATHIMATH SHAHIDA Nationality: MALDIVIAN  
Designation: SENIOR HR EXECUTIVE Work Site:

TYPE OF LEAVE

☒ Annual Leave

☐ Emergency Leave

☐ Other

If Emergency (Please Specify):

From: 12/04/2025

To: 25/04/2025

Total No. Working Days: 12

20/4/2025

CONTACT DETAILS WHILE ON LEAVE

Mobile Phone 1:

Emergency Contact 1:

Mobile Phone 2:

Emergency Contact 2:

Email:

TICKET DETAILS (ROUTE)

☒ Male-Trivandrum

☐ Male-Chennai

☐ Male-Delhi

☐ Male-Dhaka

☐ Male-Colombo

Other Routes (please Specify):

Ticket Type: ☐ One way

☐ Return Ticket

☐ Own Ticket

LEAVE ENTITLEMENT RECORD

Date Of Join: 16.02.2023

Leave Entitlement: 58

Last Leave Taken:

Leave Balance: 46

Verified By: SHAHIDHA

Sign:

WORKS HANDOVER TO:-

Project Name :

Pending Works	Status	Action Needed	Due date	Hand Over by	Take Over by

SIGNATURES

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)	Shahidha	APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	
APPROVED BY - HOD (SIGNATURE AND DATE)		APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	
APPROVED BY - HRM (SIGNATURE AND DATE)	Out 3/2/2025		