



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: 11/06/2025

To: 12/06/2025

Total No. Working Days: 2

CONTACT DETAILS WHILE ON LEAVE

Mobile Phone 1:
Mobile Phone 2:
Email:

Emergency Contact 1:
Emergency Contact 2:

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/Feb/2023

Leave Entitlement: 10

Last Leave Taken: 12.04.2025 - 20.04.2025

Leave Balance: 8

Verified By: azhan

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)		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)			