|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | **${full\_name}** | | | | | | | | | | | | | | | الاسم | |
|  | | | | | | | | | | | | | | | | | |
| Nationality | | | **${nationality}** | | | | الجنسية | | | | | File No. | **${emp\_number}** | | | رقم الملف | |
| Work Location | | | **${work\_location}** | | | | موقع العمل | | | | | Job Title | **${job\_title}** | | | المهنة | |
| Vacation From | | | **${VFD} /${VFM}/${VDY}** | | To | **${VED} / ${VEM} / ${VEY}** | | | | | |  |  | | |  | |
|  | | |  | |  |  | | | | | |  |  | | |  | |
|  | | | **Others ${Ot}** | |  | **Emergency ${Em}** | | | | | | **Regular ${Re}** | | | | | |
|  | | |  | |  |  | | | | | |  | | | | | |
| Address | | | **${nationality}** | | | | | | | | | | | | | العنوان | |
| Telephone No. | | | **${telephone}** | | | | | | | | | | | | | رقم التليفون | |
| Remarks | | | **${note}** | | | | | | | | | | | | | الملاحظات | |
|  | | |  | | | | | | | | | | | | |  | |
| Date التاريخ | | | | Signature | | | | | | | | **${emp\_name}** توقيع مقدم الطلب | | | | | |
| **${crD} / ${crM} / ${cDY}** | | | |  | | | | | | | |  | | | | | |
|  | | | |  | | | | | | | |  | | | | | |
| **Supervisor/Manager** | | | | | | | | | المدير / الرئيس المباشر | | | | | | | | |
|  | | | |  | | | | | | | |  | | | | | |
| Replacement and his file No. | | | | Need Replacement | | | | | يحتاج لبديل | | | Approve | | | اوافق | | |
| **${replacement\_name\_number}** | | | | No **${repl\_App}** | | | | | Yes | | | No **${repl\_Reject}** | | | Yes **${m\_App}** | | |
| Signature | | **${manager\_name}** | | التوقيع | | | | |  | | | Name | **${manager\_name}** | | | الاسم | |
|  | | | |  | | | | |  | | |  | | |  | | |
| **Personnel Dept** | | | | | | | | | شئون الموظفين | | | | | | | | |
|  | | | | No | | | |  | | Yes | | |  | |  | | |
| Requested Vacation Due | | | | **${Dn}** **${Dn}** | | | | | | | | | | | الاجازة المطلوبة مستحقة | | |
| Replacement Available | | | | **${Rn}** **${Ry}** | | | | | | | | | | | البديل متوفر | | |
| Ticket Entitled | | | |  | | | | | | | | | | | مستحق تذكرة | | |
| Family Ticket Entitled | | | |  | | | | | | | | | | | مستحق تذكرة العائلة | | |
| Period of Contract | | | | **${Contract\_per}** | | | | | | | | | | | مدة العقد | | |
| Accruals | | | | **${accNo}** | | | | | | | | | | | رصيد الايام المستحقة | | |
| Completed Years Month Days | | | | **${DD} / ${DD} / ${DY}** | | | | | | | | | | | مدة الخدمة | | |
| Last Return from Vacation Date | | | | **${LD} / ${LM} / ${LY}** | | | | | | | | | | | تاريخ اخر عودة من الاجازة | | |
| Hire-Date | | | | **${HD} / ${HM} / ${HY}** | | | | | | | | | | | تاريخ التعين | | |
| Admin Manager Name | | | | **${adminMng\_name}** | | | | | | | | | | | مدير شئون الموظفين | | |
| Date | | | | **${AmD} / ${AmM} / ${AmY}** | | | | | | | | | | | تاريخ الموافقة | | |
| **General / Deputy Manager Approval** | | | | | | | | | | اعتماد المدير العام او نائبه | | | | | | | |
|  | | | |  | | | | | | | | | | |  | | |
| Signature | | |  |  | | | | | | | Rejected | | لا اوافق | Approval | | | اوافق |
| **${topMng\_name}** | | | | **${TR}** | | | | | | | | | | | ${TA} | | |