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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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}** | | | | | | | | | | | | | | | | | | | تاريخ الاجازة |
|  | | | | |  | | | | | | | | | | | | | | | |  | | | | | |  | | | | | | |  |
|  | | | | | **Others ${Ot} اخرى** | | | | | | |  | | | **Emergency ${Em} طارئة** | | | | | | | | | | **Regular ${Re} عادية** | | | | | | | **نوع الاجازة** | | |
|  | | | | |  | | | | | | |  | | |  | | | | | |  | | | | | | | | | | | | | |
| Address | | | | | **${nationality}** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | العنوان |
| Telephone No. | | | | | **${telephone}** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | رقم التليفون |
| Remarks | | | | | **${note}** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | ملاحظات |
| Date **${crD} / ${crM} / ${cDY}** التاريخ | | | | | | | | | | | | | Signature | | | | | | | | **${emp\_name}** توقيع مقدم الطلب | | | | | | | | | | | | | |
|  | | | | | | | | | | | | |  | | | | | | | |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | **Supervisor/ Manager المدير / الرئيس المباشر** | | | | | | | | | | | | | | |  | | | | | | |
|  | | | | | | | | | | | | |  | | | | | | | |  | | | | | | | | | | | | | |
| Replacement and his file No. اسم البديل ورقم ملفه / | | | | | | | | | | | | | Need Replacement | | | | | | | | يحتاج لبديل | | | | | | Approve | | | | اوافق | | | |
| **${replacement\_name\_number}** | | | | | | | | | | | | | No **${rR}** | | | | | | | | Yes **${rA}** | | | | | | No **${mR}** | | | | Yes **${mA}** | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Signature | | | **${manager\_name}** | | | | | | | التوقيع | | |  | | | | | | | | Name | | | | | | **${manager\_name}** | | | | | | | الاسم |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | **Personnel Dept** | | | | | | | | | | **شئون الموظفين** | | | | | | | | | | | |  | | | | |
|  | | | | | | | | | | | No | | | / | | لا |  | | Yes | | | | / | نعم | |  | | | | | | | | |
| Requested Vacation Due | | | | | | | | | | | | | **${Dn}** | | | | | | | **${Dy}** | | | | | | | الاجازة المطلوبة مستحقة | | | | | | | |
| Ticket Entitled | | | | | | | | | | | | |  | | | | | | | | | | | | | | مستحق تذكرة | | | | | | | |
| Family Ticket Entitled | | | | | | | | | | | | |  | | | | | | | | | | | | | | مستحق تذكرة العائلة | | | | | | | |
| Period of Contract | | | | | | | | | | | | | **${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} / ${AmY}** | | | | | | | | | | | | | | تاريخ الموافقة | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | **General/Deputy Manager Approval** | | | | | | | | | | | | | | | | **اعتماد المدير العام او نائبه** | | | | | | | | | | | |  | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
|  | | | | | | ***SIGN*** | ***/*** | | التوقيع | | | |  | | | | | | | | | Rejected | | | | | لا اوافق | | Approval | | | | اوافق | |
|  | | | | |  | | | | | | | |  | | | | | | | | | **${TR}** | | | | |  | | **${TA}** | | | |  | |
|  | | | | **${topMng\_name}** | | | | | | | | |  | | | | | | | | | | | | | |  | | | | | | | |