

### Leave Request Form

#### Employee Info:

Name	Saeed Alarwan	Employee No.	4052
Department	Civil	Position Title	Gypsum Installer
Joining Date		Location	Red Sea HE-03

#### Requestor Field

##### Type of Leave:

<input type="checkbox"/> Annual Leave	<input type="checkbox"/> Sick Leave	<input type="checkbox"/> Examination Leave
<input checked="" type="checkbox"/> Unpaid Leave	<input type="checkbox"/> Marriage Leave	<input type="checkbox"/> Hajj Leave
<input type="checkbox"/> Bereavement Leave	<input type="checkbox"/> New Birth Leave	<input type="checkbox"/> Maternity Leave

Leave Duration (by days)	Start Day	End Day	Resumption of Duty
3 day	16 /04/ 2025	19 /04/2025	20 /4/ 2025

Destination & Address	
Contact during Leave	


#### Further Remarks:

I am going to Umra with my parents. They are coming from Morocco.

#### HR Field

Balance		Entitlement	
Last Vacation		Approved Days	
Tickets & Visa	<input type="checkbox"/> Company Employee	Contract Type	<input type="checkbox"/> Single <input type="checkbox"/> Family
HR Remarks			

#### Signatures:

Requestor	Alternative Emp.	Direct Manager	HR Department	HR Manager
	ID:			
	Name & Signature:			
Date: 15/04/25	Date:	Date:	Date:	Date: