Leave Request Form

Employee Info:

Name	Mohein kara mi	Employee No.	4050
Department	Civil	Position Title	Gypsum installer
Joining Date		Location	Red sea HC-03

Requestor Field

Type of Leave:

☐ Annual Leave	☐ Sick Leave	☐ Examination Leave
☑ Unpaid Leave	☐ Marriage Leave	☐ Hajj Leave
☐ Bereavement Leave	☐ New Birth Leave	☐ Maternity Leave

Leave Duration (by days)	Start Day	End Day	Resumption of Duty
1 day	20/4/2025	20/4/2025	21/4/2025

Destination & Address Contact during Leave	Makka.
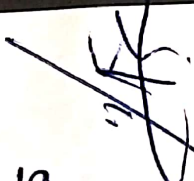
Further Remarks:

I am going to perform Umran.

HR Field

Balance		Entitlement	
Last Vacation		Approved Days	
Tickets & Visa	☐ Company ☐ Employee	Contract Type	☐ Single ☐ Family
HR Remarks			

Signatures:

Requestor	Alternative Emp.	Direct Manager	HR Department	HR Manager
(signature)	ID: Name & Signature:	*(signature)* 19-01-2023		
Date:	Date:	Date:	Date:	Date: