

Leave Request Form

Employee Info:

Name	Rashid Regani	Employee No.	3042
Department	Civil	Position Title	Gypsum Installer
Joining Date		Location	Red sea HC-02

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
1 day	16/4/2025	16/04/2025	17/04/2025


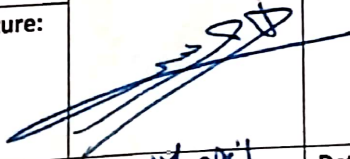
Destination & Address	
Contact during Leave	

Further Remarks:

I am going to Madina.

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

Signatures:

Requestor	Alternative Emp.	Direct Manager	HR Department	HR Manager
 ID: Name & Signature:		 Date: 17 April		
Date: 15/04/25	Date:	Date:	Date:	Date: