

**HR** Department

## Leave Request Form

nployee Info:			
Name	Tiss Abbaze	Employee No.	3834
	civil	<b>Position Title</b>	Gypsym Intal
Joining Date		Location	1 800 HC-03
Johning Date			espara accus
	Request	or Field	
ype of Leave:			
Annual Leave	Sick Leave		Examination Leave
Unpaid Leave	☐ Marriage Lea	ave	Hajj Leave
Bereavement Leave			Maternity Leave
Leave Duration	Start Day	End Day	Resumption of Duty
(by days)	Start Day	Lift Day	Resumption of Buty
. 1 1	29/5/25	2915/25	/ /
1 day	11712	21.3.23	
Destination & Addr	oss T. I.I.	<u> </u>	
	JUAN	ny.	
	ve		
urther Remarks:	1		
urther Remarks:	t farants ca	omigso Teo	ld ha·
urther Remarks:	t farents co	omigso Teo	ld ha·
Further Remarks: To Mul	t farents co	J	ld ha·
Further Remarks: To mule  Balance	t farents Ca	Field	ld ha·
Further Remarks: To mule  Balance Last Vacation	t farents Ca	Field Entitlement	ld ha:
Further Remarks:  To mule  Balance  Last Vacation	t farents Ca	Field Entitlement Approved Days	
Further Remarks:  To mulc  Balance Last Vacation Tickets & Visa	t farents Ca	Field Entitlement Approved Days	
Further Remarks:  To mulc  Balance Last Vacation Tickets & Visa	t farents Ca	Field Entitlement Approved Days	
Balance Last Vacation Tickets & Visa HR Remarks	t farents Ca	Field Entitlement Approved Days	
Balance Last Vacation Tickets & Visa HR Remarks	t farents Ca	Field Entitlement Approved Days Contract Type	☐ Single ☐ Family
Contact during Leaver Further Remarks:  To mulcontact Description of the Contact	HR  Company   Employee	Field Entitlement Approved Days Contract Type	
Balance Last Vacation Tickets & Visa HR Remarks	HR  Company   Employee	Field Entitlement Approved Days Contract Type	☐ Single ☐ Family
Balance Last Vacation Tickets & Visa HR Remarks	HR  Company   Employee	Field Entitlement Approved Days Contract Type	☐ Single ☐ Family
Balance Last Vacation Tickets & Visa HR Remarks	HR  Company   Employee	Field Entitlement Approved Days Contract Type	☐ Single ☐ Family
Balance Last Vacation Tickets & Visa HR Remarks	HR  Company   Employee	Field Entitlement Approved Days Contract Type	☐ Single ☐ Family
Balance Last Vacation Tickets & Visa HR Remarks	HR  Company   Employee	Field Entitlement Approved Days Contract Type	☐ Single ☐ Family

Saudi Icon