

Leave Request Form

Employee Info:

Name	Mohammad Imran	Employee No.	4132
Department	Civil	Position Title	Maron-Tiler
Joining Date		Location	Red Sea HC-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
1 day	19 / 4 / 2025	19 / 4 / 2025	20 / 4 / 2025

Destination & Address	
Contact during Leave	

Further Remarks:

I am going to perform Umrah.

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

Signatures:

Requestor	Alternative Emp.	Direct Manager	HR Department	HR Manager
ID: 4132 Name & Signature: 				
Date:	Date:	Date: 16-04-2025	Date:	Date: