

Leave Request Form

Employee Info:

Name	Chanel Khan	Employee No.	4131
Department	Civil	Position Title	Mason
Joining Date	26/09/2024	Location	HCOB Road side

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
one day only	20/04/2025	20/04/2025	21/04/2025

Destination & Address	Bank Umruz.
Contact during Leave	

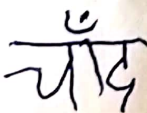
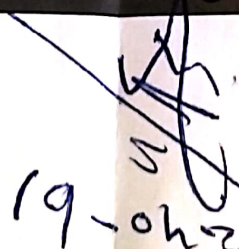
Further Remarks:

I have to visit Bank to discuss stuck money.

HR Field

Balance		Entitlement	
Last Vacation		Approved Days	
Tickets & Visa	<input type="checkbox"/> Company <input type="checkbox"/> 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: 19/04/25	Date:	Date:	Date:	Date: