

Leave Request Form

Employee Info:

Name	Saddam Hussein	Employee No.	3254
Department	Civil	Position Title	Painter
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	21/5/2025	21/5/2025	22/5/2025

Destination & Address	Jeddah.
Contact during Leave	

Further Remarks:

Passport Renewal

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
<div> <div> <div> <div>ID:</div> <div>Name & Signature:</div> </div> <div> <div>Date: 21/5/25</div> </div> </div> </div>		<div> <div> <div> <div></div> <div></div> </div> <div> <div>Date: 22 May 2025</div> </div> </div> </div>		