

### Leave Request Form

#### Employee Info:

Name	Abdel Kadir EL	Employee No.	4001
Department	Civil	Position Title	Gypsum Installer
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
2 day	26/5/25	27/5/25	28/5/25

Destination & Address	
Contact during Leave	

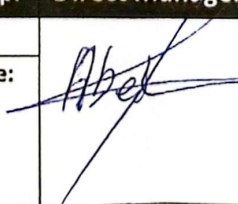
#### Further Remarks:

Sadly, My father is no more, unable to provide Death Certificate, because death happened at Home.

#### 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:	Date:	Date: 28.05.2025	Date:	Date: