

Leave Request Form

Employee Info:

Name	Zafar Iqbal	Employee No.	2022
Department	Civil	Position Title	Maron-Filer
Joining Date		Location	Red 12941-03

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	22/5/2025	23/5/2025	/ /

Destination & Address	Riyad.
Contact during Leave	

Further Remarks:

I have to shopping for my family in Riyadh because I am going to Annual leave

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

Signatures:

Requestor	Alternative Emp.	Direct Manager	HR Department	HR Manager
Date: 1/5/25	ID: Name & Signature:	Date: 12/05/2025	Date:	Date: