

## Leave Request Form

### Employee Info:

|              |               |                |               |
|--------------|---------------|----------------|---------------|
| Name         | Shubash Aland | Employee No.   | 2993          |
| Department   | Civil         | Position Title | Team Leader   |
| 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<br>(by days) | Start Day | End Day   | Resumption of Duty |
|-----------------------------|-----------|-----------|--------------------|
| 2 days                      | 28/5/2025 | 29/5/2025 | 31/5/2025          |

|                       |  |
|-----------------------|--|
| Destination & Address |  |
| Contact during Leave  |  |

### Further Remarks:

|  |
|--|
| Having some stomach pain need to visit Doctor. |
|--|

### 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: 31 May 25   | Date:         | Date:      |