

## Leave Request Form

## Employee Info:

Name	Haseeb	Employee No.	2808
Department	Civil	Position Title	Painter
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
5 days	30/4/2025	5/5/2025	/ /

Destination &amp; Address

Contact during Leave


## Further Remarks:

I am going to ri'ad to collect my passport from another company  
my leave starting from 5 May/-

## 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
M. HASEEB	ID: Name & Signature:			
Date:	Date:	Date:	Date:	Date: