

## Leave Request Form

### Employee Info:

Name	Abdul Aleem	Employee No.	3870
Department	Civil	Position Title	General formon
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
1 day	10/6/2025	10/6/2025	11/6/25

Destination & Address	
Contact during Leave	


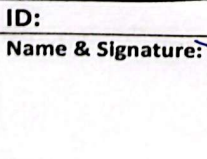

### Further Remarks:

I was on Annual leave. There is one day delay to rejoin the duty.
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### 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
 Date:	ID: Name & Signature:  Date:	 Date:	Date:	Date: