

Leave Request Form

Employee Info:

Name	Narah Mahra	Employee No.	4155
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
1 day	21 /05/2025	21 /05/2025	22 /05/2025

Destination & Address	Jeddha
Contact during Leave	


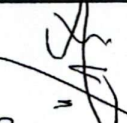
Further Remarks:

I am going to Jeddha for <u>passport renewal</u> .
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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
	ID:			
	Name & Signature:			
Date: 20/5/2025	Date:	Date: 30-5-2025	Date:	Date: