

## Leave Request Form

### Employee Info:

Name	Mohammad Abid Khan	Employee No.	4136
Department	Civil	Position Title	Tile Mason
Joining Date		Location	Red Sea #103

### 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
One day	19 10/12/2025	19 10/12/2025	20 10/12/2025

Destination & Address	Makkah & Medina
Contact during Leave	

#### Further Remarks:

Going to perform Umrah
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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
<div> <div>ID:</div> <div>Name &amp; Signature:</div> </div>		<div> <div>17-04-2025</div> <div>Signature</div> </div>		
Date: 17-04-2025	Date:	Date: 17-04-2025	Date:	Date: