

Leave Application Form

Employee ID		Working Project Name	
Employee Name		Service Duration	
Designation/Trade		Mobile No	
Iqama No		Home Country Contact No	
Iqama Expire Date		Vacation Start Date	

Leave Type with Details		
<input type="checkbox"/> Final Exit	<input type="checkbox"/> Exit-Reentry Vacation Duration (Month):	
<input type="checkbox"/> Annual Leave	<input type="checkbox"/> Emergency Leave	<input type="checkbox"/> Sick Leave
<input type="checkbox"/> Others Leave	<input type="checkbox"/>	

Date:

.....
Employee Signature

Authorization Signature | Only Official Use

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Supervisor

.....
Project Manager

.....
HR Manager

Comments for vacation benefit (e.g: air ticket, bonus etc):

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COO

.....
CEO

.....
General Manager