GFS Builders & Developers
LEAVE REQUEST FORM App. No_____

Name: _____   **Department:** ___I.T Department___
Designation: _____   **Date: of App.** _____
Contact No: _____   Project/ Location:___Head Office (Al-Basit)___

EMPLOYEE SECTION

I request for the leave of Absence from GFS Builders & Developers . This request is made in accordance with the Rules and Regulations of the GFS Builders & Developers.

Purpose of Leave:
[1] Medical / Sick ____ [2] Casual Leave _____ [3] Annual   [5] Other _____

Description: _____

Begin Leave of Absence on: _____ Date of return from Leave on: _____ Day._____

Choose one of the Following: [1] In City   [2] Out Of Station   [3] Out Of Country

_____
Employee Signature

DEPARTMENTAL HEAD SECTION

[1 **Approved as applied** [2] **Approved with modified dates** [3] **Not approved**

Description: _____

_____   _____   _____   _____
Signature   Name   Designation   Date

Date forwarded to HR: _____

Description: _____

| Balance as on _____Total Leave _____ |
| Annual = 13, Casual 06   Sick = 06 |
| Availed _____ |
| Available ___ Annual, ___ Sick_____ |
| Current Leave = |

_____   _____
Manager HR   Date

APPROVAL SECTION

Choose leave type from the following: [1] Leave with pay   [2] Leave without Pay

_____   _____

 Chief Executive/ Managing Director's approval   **Date**

NOTICE OF RETURN FROM LEAVE

Please be informed that the above employee has returned from leave and resumed work on

Day_____ Date _____ HR Person's Signature