

## ANNUAL LEAVE APPLICATION FORM

➤ **Line Manager by signing this Form gives approval to start the process.**

Industrial: ☐

Trading: ☐

Employee Name:		PF NO:	
Job Title:		Department:	
Location:		Camp:	
Superior's Name:		Superior's Position:	
Date:		Mobile No:	

Dear Sir, please approve my annual leave as requested below:

I joined the company on: AD		or I resumed duty after my last annual: AD	
or emergency leave on: AD		So, I am due _____ days leave	

### Vacation details:

The last day I shall work before my departure will be A.D.	Date:		Day:	
The first day of my reckonable leave will be A.D.	Date:		Day:	
Total number of days I shall be allowed to be away from duty _____ (this includes paid leave +unpaid leave days +public holidays other than Fridays )				
I am entitled to half / full way return ticket (s) to: (nearest airport mentioned on my employment contract) my self and		From:	To:	
My wife (Name): Name of wife and children's to be exactly the same as given on their passports		From:	To:	
My children's	1	Name:	Date of Birth:	From: To:
	2	Name:	Date of Birth:	From: To:

### Traveling details:

I intend to fly on A.D.	Date:		Day:		Time:	
Airline details:				Flight:		
I will resume duty after my leave on A.D.	Date:		Day:		Time:	
My family shall fly on A.D.	Date:		Day:		Time:	Airline:

### My contact details:

Postal address:			
		Home Tele No:	
Mobile No:		Or leave a message for me with Mr. _____	
Tele No:		Mobile No:	

Date:		Signature of the Employee	
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### Through the foreman / supervisor concerned:

Name:		Mobile no:		Sign & date	
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### To: Administration

Iqama Status:		Passport Details:		Work Permit:	
Iqama Expiry Date:		Performance appraisal:		Finger Print:	

I hereby approve the above application subject to confirmation of eligibility from your department and recommend ( ) exit re-entry visa for him.

<b>Approval of the line manager</b>	Name:
Date:	Signature:

For administrations use: