

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.

Approval of the line manager	Name:
Date:	Signature:

For administrations use: