|  |  |
| --- | --- |
| **أولا: الطلب** | **(1st) The Request** |

|  |  |
| --- | --- |
|  | Date |

**)طلب إجازة (A vacation request**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **إجازة عمل وتدريب** |  | **شخصية** |  | **بدون راتب** |  | **إضطرارية** |  | **مستحقة** |
|  | **Business Trip, Training** |  | **Personal** |  | **With no salary** |  | **Emergency leave** |  | **Due Vacation** |

|  |  |  |  |
| --- | --- | --- | --- |
| اسم الموظف |  |  | Employee Name |
| رقم البطاقة/ الاقامة |  |  | ID. No |
| القسم |  |  | Division |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **السلام عليكم ورحمة الله وبركاته..**  **نأمل تكرمكم بمنحي إجازة كما هي موضحة أعلاه، وذلك حسب التوضيح أدناه.** | | | **Dear Sir's**  **I hope your generosity give me leave as described, above as per following description:** | |
| **المدة بالأيام** |  | | **Duration of days** |
| **تبدأ من تاريخ** |  | | **Starting From** |
| **وتنتهي بتاريخ** |  | | **End On** |

**عليه نأمل توضيح أسباب الإجازة (في حال كانت غير مستحقة) بإرفاق ما يؤيد ذلك.**

We hope to clarify the Vacation reasons (If the undeserved) with attaching the reports.

|  |  |
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| **ثانيا: موافقة الرئيس المباشر** | **(2nd) Manager Division Approve** |

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| --- | --- | --- | --- |
|  | لا مانع من منحها الإجازة المطلوبة إذا كانت مستحقة نظاماً | I do not mind granting the required leave if it owed. |  |
|  | لا أوافق على طلب الإجازة | I do not agree to the request for leave |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Date** |  | **Signature** |  | **Division Manager** |

|  |  |
| --- | --- |
| **ثالثاً: تدقيق شئون الموظفين** | **(3rd)Auditing Human resources** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | مستحقة نظاماً | Accrued vacation. |  |
|  | غير مستحقة نظاماً | Leave undeserved. |  |
|  | تاريخ الإستحقاق/ورصيده من الإجازات: | Vacation Due Date & Balance Vacation Days: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Date** |  | **Signature** |  | **HR** |

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| --- | --- |
| **رابعاً: موافقة المدير العام** | **(4th )General Manager Approve** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | مستحقة نظاماً | .Accrued vacation |  |
|  | غير مستحقة نظاماً | Leave undeserved |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Date** |  | **Signature** |  | **General Manager** |

**Notes**:

1. If the consent of all the sections above, the next step it is terminated between human resources and accounting and finance.
2. The Original with Human Resource to keeping in employee file.
3. Copy to the Accounting & Financial Division.