



LEAVE REQUEST



**Employee Name** \_\_\_\_\_ **ID No.** \_\_\_\_\_

**Contact Number** \_\_\_\_\_

**Place Of Work** Abu Dhabi Al Ain Dubai Sharjah

**Division** Watches & Jewelry Läderach  
Real Estate MRK's Personal

**Leave Type** Annual Part of Annual Emergency

**Leave From** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ **Upto** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Last Returned From Leave** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Remarks** \_\_\_\_\_

**Contact Number During Leave** \_\_\_\_\_

For Office Use

**Monthly Salary Amount** \_\_\_\_\_ AED

**Leave Salary Amount** \_\_\_\_\_ AED

**Tickets Amount** \_\_\_\_\_ AED

**Loan Amount Out-Standing (as on date)** \_\_\_\_\_ AED

**Employee Signature** \_\_\_\_\_

**Approved By** \_\_\_\_\_