



LEAVE REQUEST



Employee Name _____ ID No. _____

Place Of Work Abu Dhabi Al Ain Dubai

Division Watches & Jewelry Food & Beverage
Perfumes MRK's Personal
Real Estate

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 _____