**نموذج طلب إجازة**

**Vacation Form**

|  |  | *تاريخ الالتحاق* |  |  | *التاريخ* |
| --- | --- | --- | --- | --- | --- |
| Joining Date |  | Date |

|  | *الرقم الوظيفي* |  | *اسم مقدم الطلب* |
| --- | --- | --- | --- |
| Employee No. | Name of Applicant |

|  | *المسمى الوظيفي* |
| --- | --- |
| Job Title |
|  | *رقم الهاتف/ تحويلة* |  | *الإدارة*  |
| Tel/Ext | Department |
|  | *تاريخ انتهاء الإجازة* |  | *تاريخ بدء الإجازة* |
| Vacation Ending Date | Vacation Starting Date |
|  | *عدد الايام* |
| Vacation Days |
|  |  |  |  |  |  |  |  |  |  |
|  | *بدون راتب**Without pay* | ☐ | *مرضية**Sick leave* | ☐ | *طارئة*Emergency | ☐ | *سنوية**Annual leave* | ☐ | *نوع الإجازة* |
|  |  |  |  |  |  |  |  |  |  |
|  |  | *لأسباب أخرى (حددها)*Foranother reason (Define it) | ☐ | Vacation Type |
|  |  |  |  |  |  |  |  |  |  |

|   |  | *التاريخ* |  |  | *توقيع الموظف*  |
| --- | --- | --- | --- | --- | --- |
| Date |  |  | Employee’s Signature |

|  | *رأي المدير المباشر* |
| --- | --- |
| Immediate Supervisor’s recommendation |
|  |  |  |
| ***موافق وقد تم تأمين البديل***Approved and we covered his work  | ☐ |
|  |
| *موافق ولكن نحتاج من يحل محله*Approved and we need whocover his position  | ☐ |
|  |
| *غير موافق* Not approved  | ☐ |
|  |  |
|  |  |  |  |  |
|  | *المسمى الوظيفي* |  | *الاسم* |
| Job Title |  | Name |

|   | / / | *التاريخ* |  |  | *توقيع المدير المباشر* |
| --- | --- | --- | --- | --- | --- |
| Date |  |  | Line manger’s Signature |

|   | / / | *التاريخ* |  |  | *توقيع مدير الإدارة*  |
| --- | --- | --- | --- | --- | --- |
| Date |  | Department Manager Signature |