



LEAVE APPLICATION

PETROMEN CONTRACTING & OIL FIELD SERVICES, ABU DHABI

Tel: 026448226, 026449226, Fax: 026448006

Name:	Emp.#	Date:
Designation:	Dept.	
Project:		

Leave Breakup:	Date:	From: ___/___/_____	To: : ___/___/_____
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Sick/Medical	<input type="checkbox"/>	Days		Reason _____
Earned / Annual	<input type="checkbox"/>	Days		Home Address _____ _____
Emergency	<input type="checkbox"/>	Days		
Others	<input type="checkbox"/>	Days		Home Contact _____

I understand that as per Article 120, clause "j" of UAE Labor Law, An employer may dismiss a worker without notice if the worker absents from his work without a valid reason for more than twenty (20) days non-consecutive days, or more than seven (7) days (consecutive), after his approved leave expiry.

Total Days _____ Applicant's signature: _____

Remarks: _____

Replacement Required / Not Required _____ Signature _____

OFFICIAL USE ONLY

Date of Joining:	Period:	Year/	Month/	Days /
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Leave History

Leave Title	From	To	Days
Sick <input type="checkbox"/> Earned/Annual <input type="checkbox"/> Emergency <input type="checkbox"/> Others <input type="checkbox"/>			
Sick <input type="checkbox"/> Earned/Annual <input type="checkbox"/> Emergency <input type="checkbox"/> Others <input type="checkbox"/>			
Sick <input type="checkbox"/> Earned/Annual <input type="checkbox"/> Emergency <input type="checkbox"/> Others <input type="checkbox"/>			

Proposed Travel

Date	Flight	Class	From	To	Dep. time	Remarks

SITE SUPERVISOR

SITE MANAGER/PROJECT MANAGER

HEAD OFFICE APPROVAL