

CONTRACTOR's LEAVE REQUEST - NON-SAUDI FOR REQUEST LEAVE

Name	Gender	Nationality	Job	Residency NO.
Contractor Section	His excellency the head of department:		College:	
	Kindly accept my leave request	☐ Emergency	☐ Official holiday	☐ Exceptional
	Reasons for Leave Request			
	country	Address	mobile	
	For () days	From / / 14 AH. corresponding / / 20 A.D.	To / / 14 AH corresponding / / 20 A.D.	
	I pledge to resume duty on / / 14 . H. Corresponding / / 20 A. D			Signature
Sponsor Section	sponsor declaration			
	I, pledger	Department	College	
	That I guarantee, the contractor mentioned above, of a fine, and shall perform all the private and public rights and obligations that it entails for others, whether for the university or external, from financial or other claims during his/ her travel or in the case of his/ her non-return, and that I will not travel during this period until he/ she resumes working			
	Name	Job	Signature	
College Section	Department Recommendations			
	☐ Agree ☐ Disagree ☐ Postpone ☐ limited to () days		The applicant has completed all the work assigned to him Yes ☐ NO ☐	
	Head of Department	Name	Signature	
	College Dean or the College's Authorized Deputy Recommendations			
	☐ Agree ☐ Disagree		Justifications:	
	His excellency, the vice dean for Academic Affairs submitted the contractor's request for leave, mentioned above, with the faculty shouldering the burden of teaching, in case the contractor does not resume work on time			
Authorizer Section	☐ Agree ☐ Disagree ☐ Postpone ☐ limited to () days		Justifications:	
	Vice dean for Academic Affairs Dr. Mohammad Bin Ateeq Aanazi	Signature	Date	
Deanship of Human Resources	Deanship of Human Resources Approval			
	Name	Signature	Date	

Number: -----

Date: -----