



Leave Application Request

Owner/ Department: IBU - KWT, HRA

Date	_____	Employee Number	_____
Employee Name	_____	Designation	_____
Employee Mobile	_____	Location	_____

Leave Details			
From	To	Total Days	Rejoining Date

Type of Leave		
<input type="checkbox"/> Annual	<input type="checkbox"/> Maternity/Paternity Leave	<input type="checkbox"/> Emergency (<i>medical/ death/ childbirth</i>)
<input type="checkbox"/> Sick	<input type="checkbox"/> Others	<input type="checkbox"/> Short (<i>planned/ marriage/ personal</i>)

Note:

- Any leave is subject for approval by the Direct Manager.
- Employee should furnish a valid sick leave certificate for sick leave, otherwise, it is considered as an unpaid leave.
- Probationary employees are not entitled to a paid sick leave. Leave taken during this period is an unpaid leave. (*Kuwait Labour Law, Article 70*)
- Employee should furnish a valid documentation on resume of duty after emergency leave is taken. Emergency leave is deducted from annual leave balance.
- Short leave is pre-approved and subject to Direct Manager's discretion. Short leave is considered as an unpaid leave.
- Hajj (21 days) is not deducted from the annual leave balance. (*Kuwait Labour Law, Article 76*) Hajj and Comp. Off are pre-approved and subject to Direct Manager's discretion.
- Leave without pay for confirmed employees is only granted agreed upon by the Employee, Direct Manager, and Human Resource.
- The Company has the right to terminate the employment contract if the employee has not reported back to work for seven (7) consecutive days from the date his/her leave is due or if the employee has exceeded the maximum number of leave days without a valid reason per annum (20 days). (*Kuwait Labour Law, Article 42*)
- Employees due for any type of leave except sick leave shall undergo Clearance process with Human Resource Dept.

Emergency Contact While On Leave		
Name of Relative	Relation	Contact No.

Reliever During Leave		
Name	Employee Number	Designation

Employee Signature	Date
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Approved By		
Direct Manager	Signature	Date
HR Personnel	Signature	Date