**KUST HR 310- L01**

 **Komar University of Science and Technology**

***Monthly Vacation Permit (2021) office of HR***

***Name: Post title: Department:***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Day** | **Date** | **Time** | **Total** | **Leave condition** | **Employee** | **Replacement signature** | **Supervisor signature** |
| **(From -To)** | **hours** | **signature** |
| Sun. | **1-Aug-21** |  |  |  |  |  |  |
| Mon. | **2-Aug-21** |  |  |  |  |  |  |
| Tue. | **3-Aug-21** |  |  |  |  |  |  |
| Wed. | **4-Aug-21** |  |  |  |  |  |  |
| Thu. | **5-Aug-21** |  |  |  |  |  |  |
| Sun. | **8-Aug-21** |  |  |  |  |  |  |
| Mon. | **9-Aug-21** |  |  |  |  |  |  |
| Tue. | **10-Aug-21** |  |  |  |  |  |  |
| Wed. | **11-Aug-21** |  |  |  |  |  |  |
| Thu. | **12-Aug-21** |  |  |  |  |  |  |
| Sun. | **15-Aug-21** |  |  |  |  |  |  |
| Mon. | **16-Aug-21** |  |  |  |  |  |  |
| Tue. | **17-Aug-21** |  |  |  |  |  |  |
| Wed. | **18-Aug-21** |  |  |  |  |  |  |
| Thu. | **19-Aug-21** |  |  |  |  |  |  |
| Sun. | **22-Aug-21** |  |  |  |  |  |  |
| Mon. | **23-Aug-21** |  |  |  |  |  |  |
| Tue. | **24-Aug-21** |  |  |  |  |  |  |
| Wed. | **25-Aug-21** |  |  |  |  |  |  |
| Thu. | **26-Aug-21** |  |  |  |  |  |  |
| Sun. | **29-Aug-21** |  |  |  |  |  |  |

Signature of Acting Director

Bryar Esmail Mohammed

**KUST HR 310- L01**

 **Komar University of Science and Technology**

***Monthly Vacation Permit (2020) office of HR***

**Instruction:**

Please return this form to HR office at the end of the Month.

In case of any cancelation of the Leave, your supervisor should sign before returning the Form to HR

In case of losing the form, you need to visit HR to receive another copy.

**تێبینی :**

* **تكایە ئەم فۆڕمە بگەڕێنەرەوە بۆ نووسینگەی سەرچاوەمرۆییەكان لە كۆتایی مانگدا .**
* **لەكاتی هەڵوەشاندنەوەی مۆڵەت یان بەكارنەهێنانەی فۆرمەكە پێویستە فورمەكە بەبەتاڵی بگەڕێنرێتەوە بۆ نوسینگە ی سەرچاوەمرۆییەكان بە واژۆیی سەرپەرشتیاری ڕاستەوخۆ .**
* **لەكاتی وونكردنی فۆرمەكە ئەوا دەبێت وێنەیەكی تر لە نووسینگەی سەرچاوەمرۆییەكان وەربگریتەوە.**