VACATION TRANSACTION REPORT

REQUEST INFORMATION

Request Date: January 10, 2025 at 2:30 PM

EMPLOYEE INFORMATION

Employee ID: EMP001 Employee Name: Omar Abdelrahman

Department Name: IT Department

VACATION DETAILS

Vacation Type: Annual Vacation Start Date: January 15, 2025

End Date: January 20, 2025 Duration: 5 Days

APPROVAL INFORMATION

Names and Job Titles of Reviewers:

• Direct Manager: Sarah Mahmoud, IT Manager

• HR Department: Khalid Hassan, HR Specialist

• General Manager: Abdullah Kareem, General Manager

Date and Time of Request Approval: January 12, 2025 at 10:30 AM

Print Time: August 18, 2025 at 3:45 PM

Page Number: Page 1 of 1

Name of User Who Printed: Ahmad Al-Manager