

 <b>UMS</b> جامعة العلوم الحديثة University of Modern Sciences	<h1>HR Department</h1>	<b>Issue Date</b> 2017
		<b>Issue No.</b> 1
<b>UNDERTIME / SHORT LEAVE FORM</b>		1

No.....: الرقم

Date / / التاريخ:

<b>EMPLOYEE NAME:</b>		
<b>POSITION:</b>	<b>DEPARTMENT:</b>	
<input style="width: 100%; height: 20px;" type="text"/> DATE OF UNDERTIME	<input style="width: 100%; height: 20px;" type="text"/> DURATION	<input style="width: 100%; height: 20px;" type="text"/> TOTAL NO. OF HOURS
PURPOSE(S) _____ _____		

REQUESTED BY

APPROVED BY  
DIRECT LINE MANAGER

NOTED BY:  
FATEN KALLOUB  
HRD

REVIEWED & APPROVED BY  
VP-ADMINISTRATIVE & FINANCIAL AFFAIRS