

University of Jordan
Faculty of Engineering and Technology
Department of Chemical Engineering

Initial Leave Request Form

The Head of Chemical Engineering Department:

Greetings,

You are kindly requested to approve for leave from date:.....to date:.....

Employee to be the alternative to me during the period of leave is:.....

Employee Signature: Date:

Signature of the Alternative Employee: Date:

Yours sincerely,,,

Head of Department Signature:

Date:.....