Ella's Beauty

Block B, Hostel Silicon Oasis, Dubai, UAE
Tel +971 800 ELLA · TRN 104130782600003

ANNUAL LEAVE REQUEST — FORM ELB/HR/F-01

Employee name	
Employee ID	
Position	
Leave from (date)	
Leave to (date)	
Number of days	
Remaining balance (HR)	
Handover to (colleague)	
Notes	

Annual leave: 30 calendar days per year of service (pro-rata), per UAE Labour Law. Submit at least 2 weeks in advance where possible. Approval depends on salon schedule coverage. Tip: this request can be submitted directly in the staff app.

_____ Employee signature · date

_____ Salon Manager approval

_____ HR / filed

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SICK LEAVE REPORT — FORM ELB/HR/F-02

Employee name	
Employee ID	
Position	
Sick day(s) — from / to	
Reported to manager on	
Medical certificate attached?	☐ Yes (DHA-attested) ☐ Will submit within 48 hours ☐ No
Notes	

Sickness must be reported immediately through the app or to the manager. Without an approved DHA-attested certificate the day counts as absence (max 1 uncertified day per month). Sick leave with an attested certificate is treated per UAE Labour Law.

Employee signature · date

Salon Manager

HR / filed

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UNIFORM REQUEST — FORM ELB/HR/F-03

Employee name	
Employee ID	
Position	
Request type	☐ New joiner set ☐ Replacement (worn) ☐ Size change ☐ Lost / damaged
Item(s)	☐ Tunic / top ☐ Trousers ☐ Apron ☐ Other: _____
Size	
Reason / notes	

Uniforms are company property. Normal wear replacements are provided by the salon; lost or damaged items may be charged per HR policy. Tip: this request can be submitted directly in the staff app.

_____ Employee signature · date

_____ Salon Manager approval

_____ Issued by / date