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Leave Application

I. To be completed by the applicant:

Full Name	Faiza hayat
Employee Code	10600597
CNIC #	17301-4095488-2
Designation	CHul
Union council	mashogayab
Block	mattawi

LEAVE DETAILS:

Type Of Leave	Annual		Sick		Emergency		Other <input checked="" type="checkbox"/>
Leave Requested For	# of Days	40	From:	6-10-23	To:	14-11-2023	
Brief Reason of Leave	Maternity Leave						

CONTACT DETAILS

Address During Leave	Shakeed Cabi
Mobile Number	0319-9034763

Faiza
Applicant Signature

Date 25-07-23

Raza
Line Manager Signature

AS
Designation

Date 25-07-23

A
UCPO Signature

Date 25/7/23

Leave Policy:

- ❖ Annual Leave is earned each month.
- ❖ Maximum 5 Annual Leaves can be used per quarter. (3 months of each quarter)
- ❖ At the end of the Quarter, 50% of unused leaves will be carried forward to next quarter.
- ❖ If leave is for 6 or more days, then Sunday will also count as an annual leave.
- ❖ Leave cannot be taken during or less than 7 days before the campaign.
- ❖ If staff does not return from leave on agreed date, they can be terminated.

Eshal Health Care & Maternity Home

Maira Mashogagar Malik Abad Kohat Road, Peshawar
Mobile No:0345-9381433

Ref No. *318*.....

Date *20-5-23*.....

Obest. U.S.G

Name of Patients:

Fayaz

I.U Gestation. *Single*

Lie-Longitudinal *cephalic*

Placenta

Amniotic Fluid is

Fetal Heart Activity & +
Fetal Movements . |

B.P.D: *46.8* Cm

F.L: CM

G.Age: *20* Weeks *10*

EDD *6-10-23*

Leukoplus

Established with Care
Milk
The No.

1/11/91
Dove

For
Bill
Bill

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For
Prague

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