

People

To be completed by the applicant.

| | |
|---------------|-----------------|
| Full Name | Rozina |
| Employee Code | 10603126 |
| CNIC # | 17101-5066886-2 |
| Designation | CHW |
| Union council | malakandhey |
| Block | City |

LEAVE DETAILS:

| | | | | | |
|-----------------------|-----------|------|-----------|---------|-------------------------------------|
| Type Of Leave | Annual | Sick | Emergency | Other | <input checked="" type="checkbox"/> |
| Leave Requested For | # of Days | 15 | From: | 13-8-23 | To: 27-8-23 |
| Brief Reason of Leave | umxch | | | | |

CONTACT DETAILS

| | | | |
|----------------------|--------|---|---|
| Address During Leave | Saudia | | |
| Mobile Number | - | - | - |

Applicant Signature

Date

[Signature]
Line Manager Signature

UCDO
Designation

2-8-23
Date

[Signature]
UCPO Signature

2-8-23
Date

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 permission