

# Leave Application

I. To be completed by the applicant:

Full Name	Sakina
Employee Code	10600704
CNIC #	17301-9803136-0
Designation	Area Supervisor
Union council	AKhoonabad
Block	SMT

## LEAVE DETAILS:

Type Of Leave	Annual	Sick	Emergency	Other <input checked="" type="checkbox"/>	Maternity
Leave Requested For	# of Days	40	From:	22-8-2023	To: 30-Sept-23
Brief Reason of Leave	Maternity				

## CONTACT DETAILS

Address During Leave	Sajaid Dhari
Mobile Number	0314-9626168

For  
  
 Applicant Signature

22/8/2023  
 Date

  
 Line Manager Signature

UCDO  
 Designation

22/8/2023  
 Date

  
 UCPO Signature

22/8/2023  
 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 campaign.
- ❖ If staff does not return from leave on agreed date, they can be terminated.