

I. To be completed by the applicant:

| | |
|---------------|----------------|
| Full Name | Shajwta |
| Employee Code | 10602320 |
| CNIC # | 1730-152719570 |
| Designation | CHW |
| Union council | Sheikhan |
| Block | Muttani |

LEAVE DETAILS:

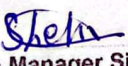
| Type Of Leave | Annual | Sick | Emergency | Other |
|-----------------------|-------------------|-----------|-----------|---------|
| Leave Requested For | | # of Days | From: | To: |
| | | 45 | 23/8/23 | 6/10/23 |
| Brief Reason of Leave | Maternity leave - | | | |

CONTACT DETAILS

| | |
|----------------------|-------------|
| Address During Leave | Home |
| Mobile Number | 03119179318 |


Applicant Signature

24/8/23
Date


Line Manager Signature

AS
Designation

24/8/23
Date


UCPO Signature

24/8/23
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 campaign.