|  |  |
| --- | --- |
| **SECTION 1: APPLICANT’S DETAILS** | |
| Employee Name | Adnan Haider |
| Designation | UCPO |
| CNIC No. | 42201-0349448-1 |
| District/UC | East/ UC 04 Essa Nagri |
| Leave application date | 08/01/2020 |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION 2: DETAILS OF LEAVE** | | | | | | | | | |
|  | Reason of Leave Applied for (Tick in appropriate box) | | | | | | | | |
|  |  |  | Hajj |  | |  |  | Umrah/Ziarat | |
|  | | | | | | | | | |
|  |  |  | Chillah, Tableegh, Ehtikaf |  | |  |  | Christmas, Diwali | |
|  | | | | | | | | | |
|  |  |  | Study/Exams |  | |  |  | Maternity | |
|  | | | | | | | | | |
|  |  |  | Family Wedding |  | |  |  | Self-Wedding | |
|  | | | | | | | | | |
|  |  |  | Immediate Family Death |  | |  |  | Self-Sick Leave | |
|  | | | | | | | | | |
|  |  |  | Immediate Family-Sick Leave |  | |  |  | Accident/Sickness-while at work | |
|  | | | | | | | | | |
|  |  |  | Accident/Sickness-while not at work |  | | ✓ |  | Emergency Leave | |
|  | | | | | | | | | |
|  |  |  | Vacations |  | |  |  | Others | |
|  | | | | | | | | | |
| Number of Days Leave Applied for | | | | | | | | | |
| Leave start date 08/01/2020 | | | | | Leave end date 08/01/2020 | | | | |
| OIC Name and designation:  UCCSO Haider | | | | | | | | | |
|
|
|
| Employee signature:\_\_Adnan Haider\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | Date:\_\_\_\_\_08/01/2020\_\_\_\_\_\_\_\_\_ |
| PEO endorsement:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Approved\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | Date:\_\_\_\_\_\_08/01/2020\_\_\_\_ |
| PTL endorsement:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  For more than Two weeks | | | | | | | | | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| CTC final approval:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

CTC Remarks, if any \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE: Leaves during campaign days are NOT allowed**