

Leave Application

I. To be completed by the applicant:

Full Name: Seema Gull.
 Employee Code: 2377
 CNIC #: 17301-2506916-8.
 Designation: CHW.
 Union council: Regi
 Block: city.

LEAVE DETAILS:

Type Of Leave	Annual	<input checked="" type="checkbox"/>	Sick	<input type="checkbox"/>	Emergency	<input type="checkbox"/>	Other	<input type="checkbox"/>
Leave Requested For	# of Days	45	From:	14/11/23	To:	29/12/23		
Brief Reason of Leave	(Metasrate Leave)							

CONTACT DETAILS

Address During Leave: Mulazai.
 Mobile Number:

Applicant Signature:  Date: 14/11/23.

Line Manager Signature:  Date: 14/Nov/23
 Designation: CHW

UCPO Signature:  Date: 14/11/23.

Leave Policy:

- ❖ Annual Leave is earned each month.
- ❖ Maximum 5 Annual Leaves can be used per 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.