|  |  |
| --- | --- |
| **SECTION 1: APPLICANTS DETAILS** | |
| Employee Name | Khalid Samad |
| Designation | UCPO |
| CNIC No. | 42501-8085626-5 |
| District/UC | Malir / Gulshan e Hadeed |
| Leave application date | 11-12-2020 |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 01 | | | | | | | | | |
| Leave start date 12-12-2020 | | | | Leave end date : 12-12-2020 | | | | | |
| OIC Name and designation: | | | | | | | | | |
|
|
|
| Employee signature:\_\_\_\_\_\_\_\_\_\_\_\_Khalid Samad\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | Date: \_11-12-2020\_ | | |
| PEO endorsement:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Approved\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | Date:\_\_11-12-2020\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| PTL endorsement:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  For more than Two weeks | | | | | | | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| CTC final approval:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

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

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