ABSENCE REPORT: UNION COUNCIL POLIO OFFICER

|  |
| --- |
| **Name: INZAR GUL** |
| **Designation: Union Council Polio Officer.** |
| **Program:** *Polio Eradication Initiative.*  |
| **Duty Station (District / Union Council): BARSAFARI (BS1-5)** |
| **Attachment (Medical Report, Umrah/Hajj Flight Confirmation, Date Sheet, etc )** |
| **Absence From( Date) 8/7/019 Absence To(Date) 11/7/2019** |

Reason of Absence:

it is to inform you that my first cousin getting married on 9/7/2019, we have to attend the wedding as whole family, they planned the Baraat on 9/7/2029 and Waleema on 10th July.

Therefore I requested you to please I will be off in the said days due to this genuine reason.

The wedding planned in emergency, that is why I requesting now, as according to SOPs I should have process the leave a week before.

Hope for the positive response.

Thanking.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Signature of UCPO

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Comments & Approval of Polio Eradication Officer (Name, Signature, Date)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Comments & Approval of Area Coordinator (Name, Signature, Date)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval Team Lead.**