|  |  |
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| **SECTION 1: APPLICANTS DETAILS** | |
| Employee Name | YASIR ABRAR HUSSAIN |
| Designation | UCPO |
| CNIC No. | 42101-6265913-9 |
| District/UC | CENTRAL / UC -1 SHAHNAWAZ |
| Leave application date | 15/05/2021 |

|  |  |  |  |  |  |  |  |  |  |
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| **SECTION 2: DETAILS OF LEAVE** | | | | | | | | | |
|  | Reason of Leave Applied for (Tick in appropriate box) | | | | | | | | |
|  |  |  | Hajj |  | |  |  | Umrah/Ziarat | |
|  | | | | | | | | | |
|  |  |  | Chillah, Tableegh, Ehtikaf |  | |  |  | Christmas, Diwali | |
|  | | | | | | | | | |
|  | X |  | 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 05 | | | | | | | | | |
| Leave start date: 25- MAY- 2021 | | | | | Leave end date: 29-MAY-2021 | | | | |
| OIC Name and designation:  SHEZAD HAIDER (UCCO) | | | | | | | | | |
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| Employee signature:\_\_\_\_\_YASIR ABRAR HUSSAIN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | Date: 17/05/2021 |
| PEO endorsement:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| PTL endorsement:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  For more than Two weeks | | | | | | | | | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| CTC final approval:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Dear Respected Sir,

I would like to inform you that I am urgently required to visit Islamabad for Medical and immigration purposes with the US embassy on May 27th 2021. I would need to arrive there by May 25th 2021.

My flight dates have already been booked thus I will be attaching you the flight information within this email.

I would also like to let you know that Mr. Shahzad UCCO will be looking after all of my work on behalf of my absence. I will be rejoining on 31st May, 2021.

I’d like to request a leave from 25th May, 2021 to 29th May, 2021.

Sincerely,

Yasir Abrar Hussain

UCPO

UC 1 Shahnawaz

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

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