

Leave Application Form

To \_\_\_\_\_

The UCMO

SUBJECT: Application for (Sick / Medical / Annual / wedding / Maternity / Domestic / Umrah / Hajj / Emergency) Leave

**Note: Circle the type of leave.**

Respected Sir/Madam,

It is stated that, I Shaykh Azam working as UCPU in union council Canil ward-II request for leave for a period of one days, starting from 7/9/19 to 7/9/19 on account of the subject cited above.

Name: Shaykh Azam

Designation: UCPU

Union Council: Canil ward-II

Comments from UPEC Chairman: -

The above leave request is hereby Endorsed/Recommended for approval, with the comments that the proposed leave will not affect the objective of the program and planned activities during the requested leave period.

Signature: \_\_\_\_\_

Family Member death

Comments of AC/FC/HRO/DHCSO:

Signature: \_\_\_\_\_