

From: TAHIR, Amara [mailto:tahira@who.int]
Sent: Thursday, January 9, 2020 9:33 PM
To: imran.ali@ctc.org.pk
Subject: Re: Unapproved/uninformed leave

Dear Imran,

This is to bring it to your attention that during the evening meeting following the leave event, behavior of Maya was professionally inadequate. When I tried to address the leave issue using a generalised statement, she started to misbehave and acted in quite impolite manner, which would also leave a bad impression on the other colleagues and devalue the accountability.

Regards,

Amara Tahir

From: TAHIR, Amara <tahira@who.int>
Sent: Monday, January 6, 2020 5:51 PM
To: maya hafeez
Cc: imran.ali@ctc.org.pk
Subject: Re: Unapproved/uninformed leave

Dear Maya,

As you all are well aware, leaves should be discussed via perosonal message/call, messaging in group is not the appropriate approach, as there are chances that messages could be overlooked. Please ensure that you follow proper guidelines when you apply for the leave next time. Wish you a quick recovery.

Regards

Get [Outlook for iOS](#)

From: maya hafeez <mayahafeez19@outlook.com>
Sent: Monday, January 6, 2020 5:45:32 PM
To: TAHIR, Amara <tahira@who.int>
Cc: imran.ali@ctc.org.pk <imran.ali@ctc.org.pk>
Subject: RE: Unapproved/uninformed leave

Respected Madam

I Informed you my health condition in Morning at 8.16am via Whatsapp group due to Severe Bad condition can't send you email or Msg you in personal msg Or whatsapp next time i will gave you email on time

THANKS

Maya UCPO UC-11 Kehashan Saddar town South

----- Original message -----

From: "TAHIR, Amara" <tahira@who.int>
Date: 06/01/2020 4:53 pm (GMT+05:00)
To: maya hafeez <mayahafeez19@outlook.com>
Cc: imran.ali@ctc.org.pk

Subject: Unapproved/uninformed leave

Dear Maya,

It has been observed that you were absent today without discussing it with me personally or my approval. Upon my inquiry, you mentioned that you were on leave and informed in the whatsApp group.

As you all know and have been informed at several multiple occasions, leaves are only considered approved after personally discussing with supervisors. This practice is not acceptable.

needful.

Regards,

Dear Imran , kindly do the

Amara Tahir