## sobia.shafiq@chipconsulting.org

From:sohail.ahmed@chipconsulting.orgSent:Wednesday, April 26, 2023 11:46 AMTo:sobia.shafiq@chipconsulting.org

**Subject:** RE: All leaves utilized

Dear madam,

It is inform you that Safety wardens allowed to take 5 paid leaves in every quarter.

1.5 leave allowed in a month.

According to that quarter start from April-May-June,

Irfan Ujjan allow leaves are 1.5 and he is exceeded in month of April with 3 leaves, due to that 1.5 days salary will be deduct as per policy.

Irfan Ujjan Leaves and absent. 1<sup>st</sup> April paid leave 10<sup>th</sup> April (half day salary deduct) 15<sup>th</sup> April (Mark Absent)

Kindly reply if any query regarding this or any other data.

Best regards Supervisor

**From:** sobia.shafiq@chipconsulting.org [mailto:sobia.shafiq@chipconsulting.org]

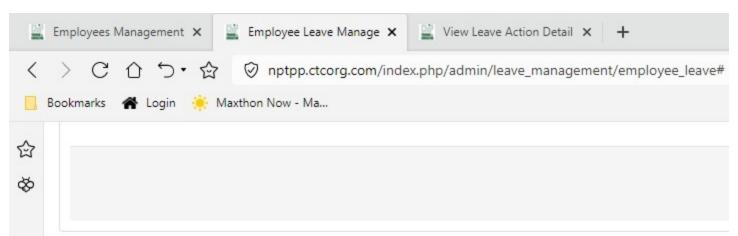
**Sent:** 26 April 2023 11:19

To: sohail.ahmed@chipconsulting.org

Subject: All leaves utilized

Dear Sohail,

Below please find the details of leave record of irfan ali ujjan.



## Employee's Leave List 50 ▼ records ♣ Employee Info Emp. Emp. Leave

Emp.	Emp. Name	CNIC	Job Title	Leave Reason	Subject	Leave Dates	
3752	Irfan Ali	4130113792935		Personal and Domestic issue	urgent work at home	15-Apr-2023 TO 15-Apr-2023	1
3752	Irfan Ali	4130113792935		Personal and Domestic issue	casual leave by the employee	01-Apr-2023 TO 01-Apr-2023	1
3752	Irfan Ali	4130113792935		Personal and Domestic issue	leave required for some urgent work at home	10-Apr-2023 TO 10-Apr-2023	1
3752	Irfan Ali	4130113792935		Emergency Leave	Emergency Leave	07-Jan-2023 TO 07-Jan-2023	1
3752	Irfan Ali	4130113792935		Emergency Leave	Emergency Leave	21-Jan-2023 TO 21-Jan-2023	1

Showing 1 to 5 of 5 entries (filtered from 10,687 total entries)

Regards,
Sobia Shafiq
Project Officer
CHIP Training and Consulting
Plot 1, Street 9, G-8/2, Islamabad, Pakistan.