



Name:	Asad Ali Gandro		Unit or Project: WHO/PEI/Islamabad
Designation:	UCPO		Address (es) while absent: (if more than one indicate approximate dates applicable)
Duty Station:	Tando Hafiz Shah		
Type of leave requested:	Duration		Date of Application: 06-02-2019
	Date and Time		
	From	To	STAFF / LICA's Signature: <i>A. Gandro</i>
Annual			
Uncertified Sick			
Certified Sick			
Paternity / Maternity			
Other (R&R)	21 Feb 2019 For Umrah	06 March 2019	
For Official Use:			Recommendation of 1st Supervisor:
Available Leave Balance to Date (Days)	20		<i>Forwarded for further process as per SOPs.</i>
Leave Requested (Days)	14		
Remaining Balance (Days)			
Signature HR Person:.....			Approval of 2nd level Supervisor:

Should there be any variation in the leave taken from what was originally requested and approved, a corrected leave request form should be completed and submitted to replace it. For absences from work for half-a-day or more owing to sickness, a request for sick leave should be completed and submitted thereafter. The below table summarizes the leave entitlements offered to LICAs under the supervision of WHO:

Leave Type	Entitlement
Paid annual leave (AL)	2.5 days per month
Carry over annual leave	15 days
Sick leave (SL)	2 days per month
Sick leave (SL)	6 days total, without certificate (maximum 3 consecutive days)
Carry over sick leave	No carry over
Maternity leave	16 weeks, to begin 2 to 6 weeks prior to EDD
Paternity leave	4 weeks, can be split in two within 12 months
Unpaid leave	Granted only after AL & SL are exhausted. AL & SL stop accruing after 30 days. No health & life insurance coverage.
Voting in elections	2 to 4 hours