



د کليو د پياوړتيا د وزارت  
وزارت احيا و انکشاف و ديات

د افغانستان اسلامي جمهوريت  
جمهوری اسلامی افغانستان



Islamic Republic of Afghanistan  
Ministry of Rural Rehabilitation & Development

**LEAVE REQUEST**  
(For MRRD contracted staff only)

Name of employee: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_

Leave Requested (Tick one): Annual Leave/Sick Leave/Maternity Leave/Special Leave/Unpaid Leave

Leave Requested from: / /2009 to / / 2009(dd/mm/yy)

Total Number of Leave Days Requested: \_\_\_\_\_ Calendar days; \_\_\_\_\_ Work days

*The box below to be filled by the HR Department (for MRRD Kabul personnel) before approval by the Supervisor and Deputy Minister for Pillar*

**Annual Leave (AL):**

Total Number of AL Days for which employee is entitled: 18 working days/calendar year

Total Number of AL Days already used: \_\_\_\_\_ days

Total Balance of AL Days before this request: \_\_\_\_\_ days

Total Balance of AL Days after this request: \_\_\_\_\_ days

**Sick Leave (SL):**

Total Number of SL Days for which employee is entitled: 12 working days/calendar year

Total Number of SL Days already used: \_\_\_\_\_ days

Total Balance of SL Days before this request: \_\_\_\_\_ days

Total Balance of SL Days after this request: \_\_\_\_\_ days

If more than 3 consecutive days of SL, doctor's certificate is necessary. Included: YES/NO

**Maternity Leave (ML):**

Total Weeks of duration for which employee is entitled for is 40 days. Employee can decide if she wants to take some part of her ML before delivery.

**Unpaid Leave:** Provide justification for leave and requested duration below:

\_\_\_\_\_

**Employee :**

Name & Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Verification by HR Dept:**

Name & Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approval from the Supervisor:**

Name & Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approval from the Deputy Minister for Pillar**

Name & Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_