​Instructions for Extension of Leave of Absence

These instructions are intended to explain the process needed for the KRG employees living abroad (in the US and Canada) in need of extending their leave of absence (with or without pay) from work. The process is the same for either leave reason.  
  
**STEP I: What you must do in the U.S./Canada:**

1. Draft a letter to the attention of the KRG Representation in Washington (see attached sample, on page 2)  
  
2. Draft an identical letter to the attention of your ministry of employment (see attached sample, on page 3).

3. Attach any justification documents or letters (i.e. doctor’s note stating that the applicant shouldn’t travel or is under his/her care for medical purposes, pregnancy, financial hardship, etc.).   
  
4. Put all these documents together in one attachment and email it to the KRG Representation in Washington. Send them to: [us@gov.krd](mailto:us@gov.krd) and cc [karwan.zebari@gov.krd](mailto:karwan.zebari@gov.krd)

*Please allow one week for this process to compete. Once it is processed in Washington, a reference number will be assigned to these documents and electronically transmitted to the KRG Dept. of Foreign Relations. You will also receive an email containing your reference number.*

**STEP II: What you or someone on your behalf must do in the Kurdistan Region:**

1. Send someone to visit the KRG Department of Foreign Relations (DFR) in Erbil with the reference number sent to you by the KRG Representation in Washington. While at DFR, the staff will print such documents sent to them, authenticate and provide a hardcopy of your documents (all of them) to your point of contact.  
  
2. Your point of contact will need to take these letter(s) to your relevant ministry of employment (i.e. Ministry of Education, Interior, etc.) in Erbil for further processing.  
  
3. And finally, once all paperwork has been processed in Erbil, this person will take it to your employer's office headquarters in your town/city (i.e. Duhok, Erbil, Sulaymaniyah, etc.) for a final decision as to whether they'll give you an extension on your leave of absence or not.

**Please note**: KRG Representation in the United States or the Dept. of Foreign Relations has no control over the decision and whether a request for an extension of the leave of absence will be approved or denied.

Should you need help or have questions, please reach us at 202-797-7575 or email us at [us@gov.krd](mailto:us@gov.krd).

**بەروار:** \_\_\_ /\_\_\_ /\_\_\_\_\_\_\_

**بۆ**: نوێنەرایەتی حکومەتی هەرێمی کوردستان لە ویلایەتە یەکگرتووەکانی ئەمریکا

**بابەت**: داواکاری مۆڵەتی بە /بەبێ مووچە  بۆ ماوەی (x)ساڵ

من ناوم \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_، کارمەند بووم بە ناونیشانی \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ لە فەرمانگەی \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_، مۆڵەت بووم هەتا ڕێکەوتی \_\_\_ /\_\_\_ /\_\_\_\_\_\_\_

ئێستا دەمەوێت مۆڵەتەکەم نوێ بکەمەوە  بە / بەبێ مووچە بۆ ماوەی  (x) ساڵ لە بەرواری   \_\_\_ /\_\_\_ /\_\_\_\_\_\_\_ هەتا بەرواری  \_\_\_ /\_\_\_ /\_\_\_\_\_\_\_

خۆم ناتوانم بگەڕێمەوە بۆ کوردستان لەبەر.... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... ....

هاوپێچ بریتییە لە بەڵگەنامەی بەشدارییم لەو بەرنامەیە. لەگەڵ ڕێزدا

ژمارەی تەلەفون لە کوردستان:

ژمارەی تەلەفون لە دەرەوی کوردستان:

ئیمەیڵ:

ناونیشان : US/Canada Address

واژوو\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

**بەروار:** \_\_\_ /\_\_\_ /\_\_\_\_\_\_\_

**بۆ**: وەزارەتی \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

فەرمانگەی\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**بابەت**: داواکاری مۆڵەتی بە /بەبێ مووچە  بۆ ماوەی (x)ساڵ

من ناوم \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_، کارمەند بووم بە ناونیشانی \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ لە فەرمانگەی \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_، مۆڵەت بووم هەتا ڕێکەوتی \_\_\_ /\_\_\_ /\_\_\_\_\_\_\_

ئێستا دەمەوێت مۆڵەتەکەم نوێ بکەمەوە  بە / بەبێ مووچە بۆ ماوەی  (x) ساڵ لە بەرواری   \_\_\_ /\_\_\_ /\_\_\_\_\_\_\_ هەتا بەرواری  \_\_\_ /\_\_\_ /\_\_\_\_\_\_\_

خۆم ناتوانم بگەڕێمەوە بۆ کوردستان لەبەر.... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... .... ....

هاوپێچ بریتییە لە بەڵگەنامەی بەشدارییم لەو بەرنامەیە. لەگەڵ ڕێزدا

ژمارەی تەلەفون لە کوردستان:

ژمارەی تەلەفون لە دەرەوی کوردستان:

ئیمەیڵ:

ناونیشان : US/Canada Address

واژوو\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: