

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 and cc karwan.zebari@gov.krd

Please allow one week for this process to complete. 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.

بەروار: _____ / ____ / ____

بۆ: نوپنەرایەتی حکومەتی هەریمی کوردستان لە ویلايەتە یەگرتووہ کانی ئەمریکا

بابەت: داواکاری مۆلەتی بە / بەی مووچە بۆ ماوہی (x) سأل

من ناوم _____، کارمەند بووم بە ناونیشانی

، _____ لە فەرمانگەیی _____،

مۆلەت بووم هەتا ریکەوتی _____ / ____ / ____

ئێستا دەمەوێت مۆلەتە کەم نوێ بکەمەوہ بە / بەی مووچە بۆ ماوہی (x) سأل لە

بەرواریی _____ / ____ / ____ هەتا بەرواری _____ / ____ / ____

خۆم ناتوانم بگەریمەوہ بۆ کوردستان لەبەر.....
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هاوپیچ بریتییه لە بەلگەنامەیی بەشداریییم لەو بەرنامەییە. لەگەڵ ریزدا

ژمارەیی تەلەفون لە کوردستان:

ژمارەیی تەلەفون لە دەرەوی کوردستان:

ئیمەیل:

US/Canada Address: ناونیشان

واژوو: _____

بەروار: _____ / _____ / _____

بۆ: وەزارەتی _____
فەرمانگەیی _____

بابەت: داواکاری مۆلەتی بە / بەی مووچە بۆ ماوەی (x) سأل

من ناوم _____، کارمەند بووم بە ناوئیشانی

_____ لە فەرمانگەیی _____،

مۆلەت بووم هەتا رێکەوتی _____ / _____ / _____

ئێستا دەمەوێت مۆلەتە کەم نوێ بکەمەو بە / بەی مووچە بۆ ماوەی (x) سأل لە
بەروراری _____ / _____ / _____ هەتا بەروراری _____

خۆم ناتوانم بگەریمەو بە بۆ کوردستان لەبەر _____
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هاوپیچ بریتییه لە بەلگەنامەیی بەشداریییم لەو بەرنامەییە. لەگەڵ ریزدا

ژمارەیی تەلەفون لە کوردستان:

ژمارەیی تەلەفون لە دەرەوی کوردستان:

ئیمەیل:

US/Canada Address: ناوئیشان

واژوو: _____