**FACULTY LEAVE APPLICATION FORM**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Applicant’s Name** |  | | | | | **ID No.** | |  | |
| **Designation** |  | | | | | **Department** | |  | |
| **From** (DD – MM – YYYY) | | **To** (DD – MM – YYYY) | | | | | **Total Days** | | |
|  | |  | | | | |  | | |
| **Leave Type:**  *(Please Tick)* | ** Casual** | | ** Medical** | | ** Earned** | | | | ** Others** |
| **Reason for Leave:**  . | | | | | | | | | |
|  | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature with Date | | | | | |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FOR OFFICIAL USE**

**Leave Status:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type** | **Entitled** | **Availed** | **Balance** | **Signature of HR In-Charge** |
| Casual |  |  |  |  |
| Medical |  |  |  |
| Earned |  |  |  |
| Others |  | | |

**Head/Director/Dean:**

|  |  |
| --- | --- |
|  Recommended |  Not Recommended |
|  | |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature with Date |

**Pro VC:**

|  |  |
| --- | --- |
|  Recommended |  Not Recommended |
|  | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature with Date | |

**VC:**

|  |  |  |
| --- | --- | --- |
|  Approved |  Not Approved | |
|  | | |
|  | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature with Date |