**ADMIN 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 |

**Substitute Officiate:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Designation** |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature with Date |

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

**FOR OFFICIAL USE**

**Leave Status:**

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

**Functional Head/Supervisor:**

|  |  |
| --- | --- |
| Recommended | Not Recommended |
|  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of Functional Head / Supervisor | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signatureof HR In-Charge |

**REGISTRAR:**

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