**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 |