

BAKER COLLEGE FOR WOMEN, KOTTAYAM

LEAVE APPLICATION FORM

1. Name of the Staff Member :

2. Designation :

3. Reason for Leave :

4. Nature of Leave :

5. No. of leave already taken in the year :

6. No. of leave available to the credit of the employee :

7. Dates of leave to be taken :

8. Employee with whom work adjustment is made :

9. Signature of the employee with date :

10. Recommendation & Signature of the HOD :

11. Leave sanctioned : Casual/LOP

PRINCIPAL