**LEAVE APPLICATION FORM**

**1. EMPLOYEE INFORMATION**

Name: Pallavi Bhardwaj

Phone: 9999912167

Dept. Name: Development

Place Where Working: PL- Noida

**2. PAID LEAVE AND/OR UNPAID LEAVE OF LESS THAN 30 DAYS OR MORE**

Start Date: 26th July 2017

Anticipated Return Date : 27th July 2017

Reason for Time Away: Personal Reason

Type of leave: Earned Leave

Days/Hours: 1 Day

(CL/SL/✓EL/LOP/PL/BL)

Total Time Away:8 hours

Employee Signature/Date: Pallavi Bhardwaj/ 27th July 2017

Supervisor’s Decision: [ ] Approve [ ] Denied Reason:

Supervisor’s Signature/Date: