

## LEAVE APPLICATION FORM

Date of Application: 08-11-2023

Employee Name: Sasikumar V K

Employee ID: 170929

Designation: Assistant Professor

Department: School of Technology

Manager: Dr. Kiran K Ravulakollu

Leave Start Date: 16-11-2023

Leave End Date: 17-11-2023

Number of days of leave: 2.0

Reason For Leave: Going Home

Work Done By: I have completed assigned work for this semester.

Nature Of Leave: Sick Leave

Compensatory Leave Dates: Not Applicable

Manager Approval: approved

**Employee Signature** 

Date: 08-11-2023

Manager Signature

Date: 09-11-2023