

## LEAVE APPLICATION FORM

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Date of Application: 20-12-2023

Employee Name: Aditi Saxena

Employee ID: 170954

Designation: Assistant Professor

Department: School of Technology

Manager: Dr. Kiran K Ravulakollu

Leave Start Date: 26-12-2023

Leave End Date: 27-12-2023

Number of days of leave: 2.0

Reason For Leave: Work

Work Done By: taken extra classes

Nature Of Leave: Compensatory Leave

Compensatory Leave Dates: 26-12-2023,27-12-2023

Manager Approval: approved



Employee Signature

Date: 20-12-2023



Manager Signature

Date: 21-12-2023