

Quality Management System			
Leave Application Form	F	O	R
	Doc. Level: III		Version No.: 1.0
	Doc. No.: ASC-LAF-08		W.E.F: 17-05-2012

Sr.NO (office use):

## User Details

Name

Designation

Date

## Leave Details

Leave Type

Leave applied from

Casual leave  
Sick leave  
Half day  
Short Leave

First Time  
Second Time

From  
Till  
Duration

hrs days

Reason of Leave

For Office Use Only

Leave granted  
Leave not granted  
Reason for not granted

Manager/Tech Lead	Department Head	HR Manager