**CIVIC REAL ESTATE LTD.**

**Leave Application Form**

J. Date : ${join\_d}

App. Date : ${app\_d}

From Date : ${from\_d}

To Date : ${to\_d}

Duration : ${duration}

Day’s

................................ I shall resume duty on

${resume\_on}

Name : ${name}

Designation : ${designation}

Department : ${department}

Purpose : ${reason}

Nature of Leave : Casual Sick Earned Maternity

${c4}

${c3}

${c2}

${c1}

While on Leave : ${while\_leave}

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **To be Filled up by Admin** | | | | |
| Total Leave | ${total\_L} | 00 | 00 | Remarks |
| Used Leave | Casual: ${c\_used} | Sick: ${s\_used} | Earned: ${e\_used} |  |
| Balance | Casual: ${c\_balance} | Sick: ${s\_balance} | Earned: ${e\_balance} |
| App.for Leave | Casual: ${c\_duration} | Sick: ${s\_duration} | Earned: ${e\_duration} |
| Current Leave Balance | Casual: ${cc\_balance} | Sick: ${sc\_balance} | Earned: ${ec\_balance} |

Signature Of the Applicant Admin Recommendation Approved By

Approved by M.D