


## LEAVE APPLICATION FORM

C3P-HRM-006

EMP. NO	000110	DATE OF APPLICATION	21/01/2025
EMPLOYEE NAME	HARSHA T		
DEPARTMENT	SOFTWARE DEVELOPMENT		
1. LEAVE TYPE (Make a tick mark)			
<input checked="" type="checkbox"/>	ANNUAL LEAVE (Planned leave)	If compensatory leave, mention relevant worked hours	
<input type="checkbox"/>	COMPENSATORY LEAVE (Planned leave)	Date	Hours
<input type="checkbox"/>	MATERNAL LEAVE (Planned leave, Attach supporting medical documents for expected delivery date)		
<input type="checkbox"/>	SICK LEAVE (Un-planned leave, Attach supporting medical documents)		
2. REASON FOR LEAVE		3. LEAVE DURATION	
Travelling out of country		From Date	14/02/2025
		To Date	19/02/2025
4. COMMUNICATION DURING LEAVE (If staying outside UAE)		Total Day	6
		5. SUBSTITUTION ARRANGEMENT (FOR PLANNED LEAVE ONLY)	
		Name	
		Emp. No	
Mobile number		Designation	
Applicant Sign		Ack. Sign	
6. SIGNATURES FOR APPROVAL			
Remarks:	Remarks	STATUS	Approved <input type="checkbox"/> Suspended <input type="checkbox"/>
		REMARKS:	
Sign & Date:	Sign & Date	Sign & Date	
REPORTING MANAGER	DEPARTMENT HEAD	HR MANAGER	
(For HR department use only)			
Leave days eligible		COMMENTS:	
Leave days remaining			