

EASTERN UNIVERSITY

House 26, Road 5, Dhanmondi, Dhaka -1205

EUHRF: 06

Received Date

ALTERNATIVE LEAVE APPLICATION FORM (OFFICIALS / OSS)

NB: Need to submit 3 working days ahead of the commencement of leave

Name of Applicant:	Employee ID	<input type="text"/> -- <input type="text"/> <input type="text"/> -- <input type="text"/> <input type="text"/> -- <input type="text"/> <input type="text"/>
Department :	Designation	Please don't forget to fill up Employee
Date of Holiday / Day-Off (worked on): <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/>		
Reason of alternate:		
Date of Alternative Holiday: <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/>		
Contact address during leave:		
Mobile Number: <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>	Email:	
Responsibilities handed over to (if applicable):		
Signature of the person taking over the responsibility:		
Date: <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/>	Signature of the applicant:	
Comments / Recommendation by Treasurer / In-charge/ Section Head / Controller / Director / Deputy Registrar or Equivalent /Assistant Registrar or Equivalent		
(Signature & date)		

To be filled in by the HR Section:

In Time:				Out Time:				Total		
	Hour	Minute	am/pm		Hour	Minute	am/pm	Worked:	Hour	Minute
Difference between date of holiday/day off (worked on) and date of alternative holiday:									Days	

Leave adjusted as Alternative Leave / Casual Leave / Earned Leave /Leave without Pay

Approved / Not Approved

Registrar

**N.B: 1. Should adjust the alternative day-off within 15 days of the working day.
2. For one alternative holiday minimum duties of 6 hours on holidays.
3. If any classes on alternative holiday, please attached class reschedule form.**