**The Glocal University**

Delhi-Yamunotri Marg (State Highway 57)

Mirzapur Pole, District-Saharanpur, 247121 (U.P.)

**LEAVE APPLICATION FORM**

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To be filled in by applicant

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name** |  | **Employee Code** |  |
| **Designation** |  | **Department** |  |
| **Leave Applied for days** | **From\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **No. of Days** |  |
| **Leave Type** |  | **Reason for Leave** |  |
| **Contact No.** |  | **Signature of Applicant** |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Adjustment of Classes/Task**   |  |  |  |  | | --- | --- | --- | --- | | **Task Description** | **Date & Time** | **Assigned to**  **(Name & Contact No.)** | **Signature of Assignee** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |   **Recommendation from HOS/HOD** **Yes No**  **Remarks\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name & Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| **Approval from Vice Chancellor/Registrar** **Yes No**  **Remarks\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |