

# ARYA COLLEGE, LUDHIANA

## Leave Application for the Member of Staff

Name.....Designation.....

Reason of Leave.....

Nature of Leave (Casual / Medical / Duty) .....

Address During Leave Period.....

Duration of Leave (dates and days).....

Date of Application.....

Signature of Applicant

(For Office Use Only)				Order of the Principal	
Casual Leave Account .....	Earned Leave Account .....			<b>Leave Sanctioned (With pay / without pay)</b>	
Leave Due .....	Leave Due .....				
Leave availed .....	Leave availed .....				
Balance .....	Balance .....				
Entered on Page .....	Clerk		Office Supdt.	<b>Principal</b>	

**Note : (a) Application for leave must be submitted before it is availed of.**

**(b) In case of medical leave, a medical certificate is to be attached.**