

## LEAVE APPLICATION

To  
Personnel Department

Date...../...../.....

Through .....

Dear Sir/Madam,

Please grant me ..... (no. of days) leave(s) as per the following particulars:

STAFF CODE#	LEAVE TYPE *		LEAVE START DATE			LEAVE END DATE			LEAVE CODE *			REASON/PURPOSE	APPROVED/NOT APPROVED
			DD	MM	YY	DD	MM	YY					
	Full	Half							CL	EL	SL		
	Full	Half							CL	EL	SL		
	Full	Half							CL	EL	SL		
	Full	Half							CL	EL	SL		

#Mandatory

\* Please check as appropriate

Sanctioning Authority

Applicant's Signature :

Signature :

Applicant's Name :

Name :

Department :

Date Of Approval :

**[Note: Use separate application forms for leaves applied in different months.]**

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