

PEC University of Technology

Application for Casual Leave

1.	Name:	Employee Code:	
2.	Department:	Designation:	
3.	Duration of Leave:	No. of days:	
		From:	To:
4.	Station Leave, if required:	From:	To:
5.	Total duration of absence:		
6.	Reason for the Leave:		
7.	Alternate arrangements made in respect of: (a) Classes/lab classes and concurrence of respective faculty/staff member (b) other responsibilities: (i) department level (ii) institute level		
8.	Contact address during the Leave period:		
	Contact telephone No. during the Leave period	Landline No:	Mobile No:

Signature of the applicant

Date:

*Recommendation of Incharge Lab/Workshop/Section (which ever applicable)

Sanctioned/Not Sanctioned

Sanctioning Authority

Director/Registrar/Head of the Department/Head of the Section

* For non-faculty staff only.