



# St. Stephen's College

## APPLICATION FOR LEAVE (Other than Casual Leave)

1. Name .....
2. Designation ..... Department .....
3. Nature of leave applied for: Extraordinary / Commuted / Earned 1 Half-pay.
4. Period of leave applied for: From ..... To ..... (..... day)
5. Sunday and Holiday, if any proposed to be prefixed / suffixed.
6. Reason for taking leave .....
7. Address during leave: .....

Certified, that this is the minimum period of leave required by me.

Date: .....

Signature : .....

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### For Office Use

1. Recommendation by the head of the dept./Section : .....
2. Leave at credit in the applicant's leave account : .....

Sanctioned

Date: .....

Principal