



MANARAT INTERNATIONAL UNIVERSITY

Leave Application Form (Official)

Leave is a privilege. Leave cannot be claimed as a matter of right. Due to the exigencies of the service an employee who is on leave can be recalled to duty by the authority.

Date of Application:	SL. of Application:	Leave Information	
Name :		Type	Already Availed
Employee ID No. :		Last Leave Date & Days	
Designation: Department/Centre:		Check by departmental Administrative officer	
Type of Leave(Put <input checked="" type="checkbox"/> Mark):		Name:	
<input type="checkbox"/> Casual Leave <input type="checkbox"/> * Medical Leave		Designation:.....	
<input type="checkbox"/> Earned Leave <input type="checkbox"/> Others:		Date:.....	
Starting Date: Ending Date: No. of Days Applied for :.....		Signature:	
Purpose of leave:			

Emergency Contact Information During Leave		
Name	Relation	Cell Number
Delegation of Responsibilities while on leave-		
Signature of Responsible officials:		Applicant's Signature with Date

Recommendation of immediate Superior	Approval (Dept/Division Head/Registrar/VC)

Received by HR/Admin	Send to IT	Received by IT
Signature & Date:	Date:	Signature & Date:

*** Supporting Document must be Provided for Medical Leave (ML)**
**** A Copy will be sent to IT Department by HR/Admin**

Note:
An employee shall be entitled casual leave 15 (fifteen) days in a calendar year. The casual leave is meant for emergency purposes only and as such it is discouraged to avail for ordinary purpose. This leave shall not be accumulated towards leave account at the end of each calendar year. Casual leave will not ordinarily be taken during the term except for the most pressing and urgent reasons at discretion of the competent authority. Casual leave shall not be granted for more than 03 (three) days at a time. Maximum 03 (three) days casual leave may be taken before or after weekend and recognized holidays. In no case such leave shall be prefixed and suffixed at the same time. In such cases the holidays preceding and succeeding such leave shall be treated to have been included in the period of the said casual leave. Leave exceeding five days shall not be granted on more than two occasions during a year prefixing and sufficing with holidays. All or any casual leave exceeding 5 days at a time will fall under the category of earned leave.