**Leave Application Form for CL / EL ETC**.

1. Fill the application form & send to admin-leave@iiitd.ac.in with CC to HoD-dept@iiitd.ac.in. Please also attach copies of invitation / paper acceptance etc. particularly for WL.
2. For CL/WL HoD to check eligibility and approve on e-mail (also maintain records in the Dept.)
3. For other leaves HoD to send approval and comments to admin-leave@iiitd.ac.in
4. Office of Faculty Affairs to process the request (take other approvals eg; DIRD as needed), & inform about the leave as reply to the original email request to faculty & CC to HoD
5. For Long / Sabbatical / Entrepreneurship leaves please use the other form. For any other leave, send an email.



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| 1. | Name of Faculty Member |  | |
| 2. | Name of Dept./Center |  | |
| 3. | Type of leave to be availed | * CL (Casual Leave) * WL (Work Leave) * EL (Earned Leave) * VL (Vacation Leave) * RH (Restricted Holiday) * ML (Medical Leave – can be availed only in case of hospitalization) | |
| 4. | Date of leave | From: To: No. of Days: | |
| 5. | Purpose: | | |
| 6. | No. of classes missed & arrangements made for classes: | | |
| 7. | Arrangements made for other administrative duties *(in case of leave exceeding 03 days) (if applicable):* | | |
| 8. | Source of funds (PDA/Project No/Institute/Others) *if applicable:* | | |
| 9. | Approx. expenses for this travel *(if applicable)* | | |
|  | ***- - - - - For Office Use Only - - - - -*** | | |
| 10. | Whether fund available? | |  |
| 11. | Approval of Dean IRD for PDA, projects on (email obtained) | |  |
|  | If approved by HoD (attach email) | |  |
|  | No. of days the above leave availed, applied & balance | |  |
| 12. | **Decision(s) of the Director / Dean of Faculty Affairs** | | |
|  | Approved  | Not Approved  | |