**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)
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| 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   |