

LEAVE APPLICATION FORM FOR CL / EL ETC.



- (i) 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.
- (ii) For CL/WL HoD to check eligibility and approve on e-mail (also maintain records in the Dept.)
- (iii) For other leaves HoD to send approval and comments to admin-leave@iiitd.ac.in
- (iv) HR 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
- (v) For Long / Sabbatical / Entrepreneurship leaves please use the other form. For any other leave, send an email.

1.	Name of Faculty Member	
2.	Name of Dept./Center	
3.	Type of leave to be availed	<input type="checkbox"/> CL (Casual Leave) <input type="checkbox"/> WL (Work Leave) <input type="checkbox"/> EL (Earned Leave) <input type="checkbox"/> VL (Vacation Leave) <input type="checkbox"/> RH (Restricted Holiday) <input type="checkbox"/> 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 (<i>in case of leave exceeding 03 days</i>) (<i>if applicable</i>):	
8.	Source of funds (PDA/Project No/Institute/Others) <i>if applicable</i> :	
9.	Approx. expenses for this travel (<i>if applicable</i>)	
----- 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 <input type="checkbox"/>	Not Approved <input type="checkbox"/>