



Leading University, Sylhet
Ragibnagar, South Surma, Sylhet-3112
 Phone:+880-821-720303-4. Fax: 880-821-720307

Leave Application Form (For Dean/Head/Office Head)

1	Name of the Applicant (Faculty/ Official)			
2	Designation		Department	
3	Type of Leave (✓ tick mark)	Casual/Duty / Station Leave/ Others		
4	Reason of Leave (In case of Casual Leave)	Personal/ Sickness/ Others		
5	Leave Applied for/ Departure time		to	
6	Total Leave Applied for/ Departure from Office	Day(s)		
7	Address during Leave (with Mobile/ Phone Number)			
8	Leave Substitute:	Name	Designation	Signature
	a. Dean's Responsibilities			
	b. Department/ Office			
	c. Others responsibilities			
Applicant Signature with date:				
Recommendation of Dean (Only for Head of the Dept.)			Signature & Date	

For Use of the Registrar's Office			
Leave entitlement of Applicant in the year - 20. . . .	Casual / Duty/ Sick Leave		Day (s)
	Leave Applied for		Day (s)
	Balance of Leave		Day (s)
..... Registrar	 Vice Chancellor	

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Leading University, Sylhet
Leave Approval Letter

A total of day (s) Casual Leave / Duty/ Sick Leave / with departure from office for
 Mr. Designation
 Faculty/Dept./Office. has been granted.

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 Registrar

N.B: Leave Application Form to be submitted to the office of the Registrar before 03 (three) days of proceeding to leave. Necessary documents /evidences have to be submitted in case of duty & medical leave with a forwarding letter.