

Leave Application Form (For Dean Head Office Head)

1	Name of the Applicant (Faculty Official)				
2	Designation		Department		
3	Type of Leave (Select Option)		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	

Leading University, Sylhet

Leave Approval Letter

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

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.