**Drukda Private Limited Staff Leave Application Form**

Name of Employee……………………………… Designation……………………………….

Unit/Sections: ……………………………………….

Substitution (During his/her absence):…………………………………………………

Signature:……………………….

Type of Leave applied for (Click the relevant one)

Causal Leave ( ) Earned Leave ( ) Paternity Leave ( ) Maternity Leave ( ) Bereavement Leave ( ) Sick Leave ( ) Other (specify) ( )

Duration of leave applied for:

From……………………………..to……………………………………………………..

# Reason (state briefly)

***Note***: All types of leaves except causal leave and earned leave report supporting documents to be attached. Signature of Applicant……………………………………

# FOR USE BY APPROVING AUTHORITY

Verification of leave balance and supporting documents (if required)

Certified that there is/are……day(s) of leave at his/her credit as per the record as on For

the applied leave, supporting documents are received/ not required (cross out the irrelevant one).

# Verified by:

**Division Manager:**

**Leave Approved/Not Approved:**

**General Manager/Dy. General Manager**

Note: After it had been approved, Leave Form shall be submitted to the HR/Admin Section for the record keeping and maintain proper register and record for such leaves on the employees.