

**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.