



# COMSATS Institute of Information Technology

Mailsi Road off Multan Road Vehari

## LEAVE APPLICATION FORM

CIIT/VHR/HR/F02 Rev # 00

Established Location of the Applicant: \_\_\_\_\_

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Department: \_\_\_\_\_ Nature of Leave: Casual  Earned  Medical

LEP  EOL  Any other\*

\* Specify \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Total Number of Days: \_\_\_\_\_

Total Number of working Days: \_\_\_\_\_

Reasons for Leave: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

### *For Official Use Only*

#### Leave Record

Casual Leave		Earned Leave		Other Leave	
Availed	Balance	Availed	Balance	Availed	Balance

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Designation: \_\_\_\_\_

#### Recommended /Not Recommended

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Designation: \_\_\_\_\_

#### Approved/Not Approved

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Designation: \_\_\_\_\_