



# Shifa Tameer-e-Millat University

## Leave Application Form

Date: \_\_\_\_\_

### Instructions:

- 1) Employees are to complete **Part - I**. Keep a photocopy with you.
- 2) The HRD will complete **Part - II** and send the form to the Head of the department.
- 3) **Part - III** Put up to the principal of the constituent college(s)/department(s) to university authority for approval.
- 4) Form will be returned to the Human Resource Department with Monthly Salary Confirmation Report.

### Part - I

Name			
STMU ID. No.			
D.O.Joining			
Type of Leave Request (Please fill the appropriate column)			
Type of Leave	From	To	No of Days
Earned Leave			
Sick Leave			
Casual Leave			
Others			

Designation	
Section / Department	
College / Institute	
Reason(s)	

During my absence duties will be performed by :-

Name	
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### Countersigned:

I will not avail any time off during this period and carryout the duties being taken over from the applicant.

Employee Signature: \_\_\_\_\_

Relievers Signature: \_\_\_\_\_

### Part - II - HR DEPARTMENT USE ONLY (Leave balance as under)

Leave Types	Accrued	Availed	Balance
Earned Leave			
Sick Leave			
Casual Leave			
Other			

Checked & Verified by HRD

### Part - III

<b>Recommend/Not Recommend</b> <b>Section/Department Head</b>	<b>Approved / Not Approved</b>  <b>For Casual /Earned Leave</b>  <b>Forwarded to University</b> <b>(Other Type s of Leave ) with Remarks</b>	<b>For Processing at University</b>
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Note: Leave applications other than Earned leave upto 30 days & Casual leave to be forwarded to registrar for further processing.