

# SRI CHANDRASEKHARENDRA SARASWATHI VISWA MAHAVIDYALAYA

(University Established under section 3 of UGC Act 1956)  
Enathur, Kanchipuram – 631 561

## **LEAVE APPLICATION FORM FOR TEACHING STAFF** **EARNED LEAVE / MEDICAL LEAVE / MATERNITY LEAVE / PATERNITY LEAVE**

Name of the Applicant :  
Designation :  
Department / Section :  
Whether Regular / Temporary / Contract :  
Nature of leave applied for :  
Reason for Leave :  
Alternative class arrangement made :

Date	Time	Alternate Person's Name	Acceptance Signature

HOD: Dean (Faculty of Science, Faculty of Eng., & Tech.):

Leave applied for  
(No. of days)

From  
To

Leave at Credit

Balance

**Signature of the Applicant**

**Date of Application:**

### **FOR OFFICE USE ONLY**

Recommendation of the Head of the Department / Dean (Faculty of Science, Faculty of Eng., & Tech.,)

Whether EL/ML/PL/ME.LE applied as per norms :  
Whether medical certificate submitted :  
(in case of ML/PL)  
Whether alternative arrangements made :  
(if YES details may be enclosed)

Recommendation of the HOD :  
Signature of HOD :  
Recommendation of the Dean :  
Signature of Dean :  
(Faculty of Science, Faculty of Eng., & Tech.,)

Noted to  
Vice Chancellor

**Signature of Leave Sanctioning authority**  
**Registrar**

Date: