

**UNITED COLLEGE OF ENGINEERING & RESEARCH**  
**LEAVE APPLICATION FORM FOR STAFF**

Date:-

Name.....Department.....DOJ.....

Reason For Leave	Nature of Leave	Date of Leave	Duration of Leave	Leave already taken in the Current Month			Till Previous Month Leave Taken			Balance Leave Excluding this Leave	
				CL	EL	LWP	CL	EL	LWP	CL	EL
	CO / OD										
	CL / EL /LWP										

**Arrangement of Duties during Absence**

**Responsibility Arranged:**

Date	Nature of Duty	Name of Person Agreed	Signature

**Recommended / Not Recommended**

**Signature of Head of Department**

**Signature of Applicant**

**Recommended by Dean Academics**

**(During Teaching Period)**

**Approved / Not Approved**

**Principal**

**Note:- Leave sanction is subject to availability of CL/EL in the leave account.**

**UNITED COLLEGE OF ENGINEERING & RESEARCH**  
**LEAVE APPLICATION FORM FOR STAFF**

Date:-

Name.....Department.....DOJ.....

Reason For Leave	Nature of Leave	Date of Leave	Duration of Leave	Leave already taken in the Current Month			Till Previous Month Leave Taken			Balance Leave Excluding this Leave	
				CL	EL	LWP	CL	EL	LWP	CL	EL
	CO / OD										
	CL / EL /LWP										

**Arrangement of Duties during Absence**

**Responsibility Arranged:**

Date	Nature of Duty	Name of Person Agreed	Signature

**Recommended / Not Recommended**

**Signature of Head of Department**

**Signature of Applicant**

**Recommended by Dean Academics**

**(During Teaching Period)**

**Approved / Not Approved**

**Principal**

**Note:- Leave sanction is subject to availability of CL/EL in the leave account.**