



# ROYAL INSTITUTE OF MANAGEMENT

## APPLICATION FORM FOR LEAVE (for faculty and staff)

### To be filled in by Applicant :

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

Designation : \_\_\_\_\_ Center/Units/Division : \_\_\_\_\_

Type of Leave :  Casual Leave  Earned Leave

*(for other types of leave this form will not be valid, you need to put up written application).*

Period of leave : \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Number of days \_\_\_\_\_

Purpose of leave applied for :

Details of work to be carried out during absence (attach separate sheet if necessary):

Date : \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature

Name of officiating officer: \_\_\_\_\_

Date : \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature

### To be filled in by HRD Section :

Leave at Credit :

Casual Leave : \_\_\_\_\_ days at credit

Earned Leave : \_\_\_\_\_ days at credit

As of \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of HRO

### Recommendations of Center/Units/Division Head/Coordinator:

Signature of the Head/Coordinator

### Decision of the Approving Authority :

Approved

Not Approved

Approving Authority

*Note : No incumbent shall proceed on leave until and unless the leave applied for has been approved.*