



University of Home Economics, Lahore

Phone # 042-99263324, 042-99263325, 042-99263326

LEAVE APPLICATION

Causal Leave (CL)

Earned Leave (EL)

Leave without Pay (LWP)

Other

Name:

Designation:

Leave Applied

From	To

Duration

Days

Reason for Leave: _____

Address while on Leave

Leave Account		
	CL	EL
Previous Balance		
Leave Applied		
Balance Leave		
_____ Verified by _____ Date		

Employee's Signatures Date

Recommended	Not Recommended

Authorized Signature Date

Comments / Remarks (if any): _____

Approved	Not Approved

Date: _____

Competent Authority