

TEEDA TRAVELS (PRIVATE) LIMITED

EMPLOYEE LEAVE APPLICATION

Employee Name :

Employee No :

Designation :

Type of employment :(Contract/Trainee/Probation/Permanente)

Department :

Leave Date / Period : **No. of Days** :

Leave Type : **(Short/Sick / Casual/ Annual)**

Reason :

Duty cover person :

.....
Signature of the duty cover person
.....
Date

.....
Signature of the applicant
.....
Date

.....
Authorized By
.....
Date

Leave Summary	Leave Applied (Days)	Cumulative Leave Applied (Days)	Leave Balance (Days)
No. of Leave			
Short Leave			
Sick Leave			
Casual Leave			
Annual			
Total			

Note :

- 2 Short leaves = $\frac{1}{2}$ a day leave .
- Contract, training and probation period you have entitle only $\frac{1}{2}$ a day leave per month.
- Permanent Category you have entitle 7 days each for Sick, Casual and Annual leave.