**Company Name and Logo Here**

**Leave Application Form**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Application:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Reasons of Casual Leave:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date of Absent From:\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_ No. of Days:\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature

**Unit Heads Approval**  
Recommended for Approval:   Yes\_\_\_ No\_\_\_  
Comments by Unit Head:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit Head’s Signature

**CEO’s Approval**  
Recommended for Approval:   Yes\_\_\_ No\_\_\_  
Comments by CEO:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CEO’s Signature

**Comments by Administration Department:**

Casual Leave availed/balance during current year i.e. January to date to this application:  
Casual Leave Entitlement: \_\_\_\_\_\_\_\_\_   Casual Leave Availed:\_\_\_\_\_\_\_\_\_\_  
Noted in Leave Record as\_\_\_\_\_\_\_\_\_\_ days & marked in the attendance register

Manager Administration’s Signature