



ERP ID: E000000_ _ _ _

SRMCEM/HR/Leave/F/05

SPECIAL LEAVE APPLICATION

Name Date of Joining / / 20.....

(A) SPECIAL LEAVE (Attach Supporting Documents)

(i) Self Marriage (ii) Marriage of Son/Daughter (iii) Demise of Parents/In laws/Spouse/Children

Duration of Leave: From To (Total No. of Days:)

Date of Event:

(B) PATERNITY LEAVE / MATERNITY LEAVE/ MEDICAL LEAVE (Attach Supporting Documents)

Duration of Leave: From To (Total No. of Days:)

Details:

Date of Application:/...../20.....

Signature of Applicant

Comments of HOD/AD:
.....

Signature with Date

**Associate Director (Admin & IQAC)
SRMCEM**

Director