

INDIAN SCHOOL, RAIGARH

To

The Principal
Indian School
Raigarh (C.G.)

Date..... /...../.....

Staff No.:

APPLICATION FOR LEAVE

Dear Sir/Ma'am,

I,working as.....will be unable to attend the school on/from
...../...../..... to/...../..... (DD/MM/YYYY) No. of Days.

Reason (Specify)

Attachment, if any :(Doctor's Prescription/Admit Card etc.).....

I request you to grant me Days CL/LWP (Circle one).

WORK PLAN IN MY ABSENCE

DUTY/RESPONSIBILITY

PERFORMED BY/HANDED OVER TO

NAME SIGNATURE INCHARGE

- 1. Classes → I.....II..... III..... IV.....V.....VI.....VII.....VIII.....
- 2. Additional Duty..... →
- 3. Class Assignments Submitted to → EXAM CELL: YES NO

If needed, I may be contacted at:Alternate No.....

At Address:

(APPLICANT'S SIGNATURE)

(TIME TABLE INCHARGE)

-----FOR OFFICE USE ONLY-----

LEAVE STATUS OF THE EMPLOYEE

Leave Status	CL
Opening Balance as on date	
Leave Sanctioned	
Balance Leave	

PRINCIPAL'S REMARKS

Granted

Not Granted

Date of Sanction: __/__/____

(SECTION HEAD) ADMIN SECTION

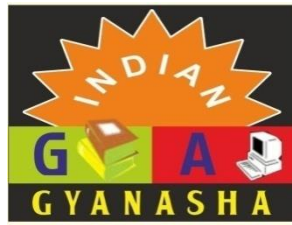
(Recommended/Not Recommended)

(PRINCIPAL)

LEAVE RULES

- ❖ For calculation of Leave, the year is taken from April to March.
- ❖ Leave cannot be claimed as a **Matter of Right**. Discretion to sanction or refuse leave is reserved with the Principal.
- ❖ **In case a paid holiday occurs in between two leave dates, the paid holiday will also be considered as LWP.**
- ❖ Encashment of Leave will be granted as an incentive and not as a matter of Right.
- ❖ Reporting Time for Staff is 7:10 AM. Three late arrivals per month would be considered as ONE DAY LEAVE.
- ❖ In case of emergency, one hour short leave may be granted with the approval of the Principal only once in a month. More than one short leave in a month would be treated as Half Day Leave.
- ❖ In case of emergency, request for leave should to be given to the Principal/VP Headmistress/Administrator as soon as possible. **The leave form should be filled in upon arrival and submitted within 24 hours or else it will be considered as Leave without Pay.**
- ❖ **THE REQUEST FOR LEAVE WILL NOT BE APPROVED IF WORK PLAN IS NOT SUBMITTED DULY SIGNED BY THE PROXY TEACHERS'.**

Casual Leave can be availed only if valid and on approval basis from the Principal/Vice Principal/Headmistress/Administrator.



INDIAN SCHOOL, RAIGARH

To

The Principal
Indian School
Raigarh (C.G.)

Date:...../...../.....

Staff No.....

APPLICATION FOR AVAILED LEAVE

Dear Sir/Ma'am,

I,working as.....was unable to attend the school
on/from/...../..... to/...../..... (DD/MM/YYYY) No. of Days.

Reason (Do specify if not mentioned below)

A. Not obtaining prior approval. **B.** Not informing in time. **C.** Information via SMS. **D.** Not handling
over my duties or assignments, is deeply regretted. (*Circle One*)

I request you to grant me Days CL/With Pay/Without Pay. (*Circle as appropriate*).

Attachment, if any:(Doctor's Prescription/Admit Card etc.).....

(TO BE FILLED IN BY THE ADMIN DEPTT.)

LEAVE STATUS	CL
Opening Balance as on date	
Leave Sanctioned	
Balance Leave	

PRINCIPAL'S REMARKS

Yours sincerely,

(Applicant's Signature)

Leave Sanctioned with Pay

Leave Sanctioned without Pay

Leave Marked as Absent

(SECTION HEAD)

(Recommended/Not Recommended)

(PRINCIPAL)