

**PONDICHERY UNIVERSITY
PONDICHERY**

**Leave Application Form for Faculty Members
(All columns should be filled)**

1. Name :
2. Designation :
3. Department :
4. Nature of Leave applied : * Casual Leave / Special Casual Leave / Earned Leave /
Duty Leave / Medical Leave / EOL / RH
5. Period of Leave : From To

Whether classes during the leave period have been taken care of? If so, the details:

Date of Leave	Scheduled Class and Hour	Class handled by (Name of alternative faculty and his / her Signature)

6. Purpose of Leave :

7. Leave already availed during the current academic year:

Nature of Leave	Total No. of Days	Last Leave From / To	Balance Leave Available
C.L.			
R.H.			
S.C.L.@			
D.L. @			
E.L.			
M.L. #			
EOL			

Please note that the attendance register for each course should reflect the above absence.

8. Contact Address, Mobile Number and E-mail, whichever available, during the leave period:

a) Address :

b) Mobile No. :

E-mail:

Signature of the faculty with date

Recommendations of HOD

Recommendation / Sanction of the Dean

Sanction of the Director / Vice Chancellor

Note:

* **Tick appropriate leave applied**

@ Full details justifying the requested leave must be attached. Invitation letters etc. must be attached. Leave may not be granted if it affects the teaching and / or research programmes of students or if it affects any other academic activity of the Department / School / University.

Request for Medical Leave must accompany the medical certificate except in case of admission to Hospitals due to emergency. Even in such a case, a medical certificate should be sent within three days of the admission to the Hospital.

Eligible Leave: Different types of leave will be restricted to the number of days prescribed in the Academic Ordinance of the University.