## PONDICHERRY UNIVERSITY PONDICHERRY

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

2. Designation : 3. Department : 4. Nature of Leave applied : * Casual Leave / Special Casual 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 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  **Tick appropriate leave applied  **Full details justifying the requested leave must be attached. Invitation letters etc. must	1. Name	:				
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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.