



LITTLE FLOWER HR. SEC. SCHOOL

Gairatganj, Raisen Dt., M.P. 464884 Mob.: 7771088871

Affiliated to CBSE New Delhi, Aff. No. 1030905

Staff Leave Application Form

1. Name.....
 2. Designation.....
 3. Number of leaves previously taken.....
 4. Leave applied for No. of days.....from.....to.....
 5. Date with permission to (Prefix/suffix).....
 6. Reason for leave.....
.....
 7. Address while on leave.....
.....
- Phone No.Mobile.....

Date: _____ Signature _____

Orders of the Principal

Sanctioned / not sanctioned

Date: _____ Signature _____

Office Remarks

Total leave taken for the session.....

Cl.....ML.....DL.....Short Leave.....

Late coming.....

Date: _____ Signature _____