



# Gautam Buddha University

Greater Noida, Gautam Budh Nagar, Uttar Pradesh

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## APPLICATION FOR EARNED LEAVE

Name of School : .....

Name : .....

Designation : .....

Duration of Leave : From.....to.....(Total Days.....)

Reason : .....

Leave Address : .....

..... Mobile No .....

I Have made alternate arrangements for my academic commitments, if any during the leave period.  
As following:-

- 1.....
- 2.....

Signature of Employee:-.....  
Date:-.....

Forwarded by HOD

(Signature & Seal of the HOD)

**Recommended / Not Recommended**

**(Signature & Seal of the Recommended Authority)**

**Registrar**