



# Gautam Buddha University

Greater Noida, Gautam Budh Nagar, Uttar Pradesh

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## APPLICATION FOR VACATION LEAVE (SUMMAR/WINTER)

Name of School : .....

Name : .....

Designation : .....

Type of Leave : .....

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)

Recommend by Dean/Dean In-Charge

(Signature & Seal of the Dean/Dean In-Charge)

**Approved / Not Approved**

(Signature & Seal of the Sanctioning Authority)

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**NOTE:-**

1. Vacation Leave of all the faculty members will be sanctioned by the Dean, Academics.
2. Vacation leave of Dean/ Dean(I/c)/ Chief Warden/ Warden will be sanctioned by the Hon'ble Vice-Chancellor.

