

**JESUS TRAINING COLLEGE, MALA**  
**DIOCESE OF IRINJALAKUDA**

**APPLICATION FOR LEAVE - STAFF**

1. Name of the Employee :  
2. Designation :  
3. Department :  
4. Type of Leave :  
5. Number of Days for which leave : From ..... To.....  
Leave is required : No. of days.....  
6. No. of Leave availed so far :  
7. Reason for applying for Leave :  
8. Alternative arrangements :  
9. Mobile No. :

.....  
Signature of the Employee  
with date

.....  
Approved by  
Principal

.....  
Sanctioned by  
Ex. Director

Date .....

Date.....