



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal - 500 043, Hyderabad, Telangana

Leave Application Form – Teaching

Date:

1	Employee ID	:						
2	Employee Name	:						
3	Designation	:						
4	Department	:						
5	Type of Leave	:	CL / ML					
6	No. of Day's Applied for	:						
7	Period of Leave	:	From		To			
			FN / AN / Both FN & AN		FN / AN / Both FN & AN			
8	Reason	:						
9	Leave Address	:						
10	Class Work Adjustment:							
	Date	Branch	Semester	Section	Period	Adjusted with Employee		Signature
						Employee ID	Employee Name	
Date:								
								Signature of the Applicant
Forwarding Remarks								
Permitted / Not permitted								
Comments if any:								Signature of HOD
Approved / Not Approved								
Comments if any:								PRINCIPAL