

**University of Vavuniya**  
**Application for Leave**

1. Name: .....
2. Designation: .....
3. Department: .....

| Casu | Vaca | Duty | Others |
|------|------|------|--------|
|      |      |      |        |
|      |      |      |        |
|      |      |      |        |

4. No of days leave applied
5. Leave taken in current year

| Date | Month | Year |
|------|-------|------|
|      |       |      |
|      |       |      |
|      |       |      |

6. Date of First Appointment
7. Date of Commencing Leave
8. Date of Resuming Duties

9. Reason for Leave: .....
10. Address when on Leave: .....
11. Signature of Applicant: .....
12. I agree to act for the applicant

Signature of Officer Acting

13. Recommended / Not Recommended .....

Supervising Officer

14. Leave Allowed / Not Allowed .....

Head of Department

15. Noted and returned

Applicant

16. Noted in Leave Register

|          |             |
|----------|-------------|
| Folio No | Leave Clerk |
|----------|-------------|

**University of Vavuniya**  
**Application for Leave**

1. Name: .....
2. Designation: .....
3. Department: .....

| Casu | Vaca | Duty | Others |
|------|------|------|--------|
|      |      |      |        |
|      |      |      |        |
|      |      |      |        |

4. No of days leave applied
5. Leave taken in current year

| Date | Month | Year |
|------|-------|------|
|      |       |      |
|      |       |      |
|      |       |      |

6. Date of First Appointment
7. Date of Commencing Leave
8. Date of Resuming Duties

9. Reason for Leave: .....
10. Address when on Leave: .....
11. Signature of Applicant: .....
12. I agree to act for the applicant

Signature of Officer Acting

13. Recommended / Not Recommended .....

Supervising Officer

14. Leave Allowed / Not Allowed .....

Head of Department

15. Noted and returned

Applicant

16. Noted in Leave Register

|          |             |
|----------|-------------|
| Folio No | Leave Clerk |
|----------|-------------|