**KIDS KINGDOM CONVENT SCHOOL SINGHEWALA**

**APPLICATION FOR CASUAL LEAVE ( Max. for 2 days)**

**PARTICULARS OF FACULTY**

1. Name ----------------------------------------------------------------------------------
2. Designation ----------------------------------------------------------------------------------
3. Leave Admissible ------------------- Taken ------------------- Balance -------------------
4. Leave Required ------------------- Days From ------------------- to -------------------
5. Reason for Leave ----------------------------------------------------------------------------------
6. Contact Number ---------------------------------------------------------------------------------- Leave application forwarded to Principal Kids Kingdom Convent School Singhewala

for sanction please.

Date ----------------------------------- Signature of Applicant

**FOR OFFICE USE**

Details Checked ,

1. Leave is admissible so recommended for sanctioned .

ii- Leave not admissible so can’t be sanctioned.

During Leave Adjustment of Periods done as under

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Period  No. | Date | | Date | |
| Class | Adjustment Given to | Class | Adjustment Given to |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |

Adjustment In-Charge

LEAVE SANCTIONED / NOT SANCTIONED AS RECOMMENDED.

Marked to Account Officer PRINCIPAL KKCS