1. Fill the application form & send to [admin-leave@iiitd.ac.in](mailto:admin-leave@iiitd.ac.in) with CC to [HoD-dept@iiitd.ac.in](mailto:HoD-dept@iiitd.ac.in). Please also attach copies of invitation / paper acceptance etc. particularly for WL.
2. For CL/WL HoD to check eligibility and approve on e-mail (also maintain records in the Dept.)
3. For other leaves HoD to send approval and comments to [admin-leave@iiitd.ac.in](mailto:admin-leave@iiitd.ac.in)
4. HR to process the request (take other approvals eg; DIRD as needed), & inform about the leave as reply to the original email request to faculty & CC to HoD
5. For Long / Sabbatical / Entrepreneurship leaves please use the other form. For any other leave, send an email.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name of Faculty Member |  | |
|  | Name of Dept./Center |  | |
|  | Type of leave to be availed | □ CL (Casual Leave)  □ WL (Work Leave)  □ EL (Earned Leave)  □ VL (Vacation Leave)  □ RH (Restricted Holiday)  □ ML (Medical Leave – can be availed only in case of hospitalization) | |
|  | Date of leave | From: To: No. of Days: | |
|  | Purpose: | | |
|  | No. of classes missed & arrangements made for classes: | | |
|  | Arrangements made for other administrative duties *(in case of leave exceeding 03 days) (if applicable):* | | |
|  | Source of funds (PDA/Project No/Institute/Others) *if applicable:* | | |
|  | Approx. expenses for this travel *(if applicable)* | | |
|  | ***- - - - - For Office Use Only - - - - -*** | | |
|  | Whether fund available? | |  |
|  | Approval of Dean IRD for PDA, projects on (email obtained) | |  |
|  | If approved by HoD (attach email) | |  |
|  | No. of days the above leave availed, applied & balance | |  |
|  | **Decision(s) of the Director / Dean of Faculty Affairs** | | |
|  | Approved □ | Not Approved □ | |