1. Fill the application form & send to admin-leave@iiitd.ac.in with CC to 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
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 □ |