New Horizon School

**North of Humayun Tomb, Hazrat Nizamuddin (East),**

**Mathura Road, New Delhi – 110 013 Ph: 9953536765**

**Leave Application form for Teaching and Non-Teaching staff**

**(For all types of leaves)**

1. Name (in block letters): (**ID No.:** NHS00……)
2. Designation:
3. Nature of leave applied for: Casual Earned Medical

(for Medical Leave, Medical Certificate be produced)

1. Reason:

1. Date from: to

(If extension of previous leave is desired, give the date when on leave)

1. Medical certificate dated Issued by Dr. is attached or not.

7. **Leave Records a)** Leave due **EL**: …… **CL**: …… **ML**: ……...

**b)** Leave now applied for ………………………………………………

**c)** Balance, if sanctioned **EL**: ….. **CL**: ….. **ML**:………

Date: ……………… (Signature of the applicant)

For Office Use Only

Prior Permission: Sought/Not Sought

Reasons of Exigencies in case no prior permission was sought.

In case of CL, person who attended the phone or received intimation.

**(Office In-charge)**

**For Principal / Manager**

Leave sanctioned / not sanctioned

**(Manager) (Principal)**