



Lady Keane College
Application for Casual Leave of Teaching/Non-Teaching Staff
(To be submitted to the Principal)

1. Name of the applicant :- _____
2. Teaching/Non-teaching :- _____
3. Post held :- _____
4. Period of Leave applied for and date from which required :- _____
5. Nature of leave (Casual Leave/with Station Leave permission) :- _____
6. Ground on which leave is applied for :- _____

Address (Station Leave only).

Date:

Signature of the Applicant

Note: Outstanding days of Casual Leave _____ days.

Signature of the Vice Principal.

Leave Granted/Not Granted

Signature of the Principal.

Copy to: 1. Vice Principal Degree/Higher Secondary Section for information and necessary action.
2. HOD of Concerned Department for information and necessary action.

Leave and Entitlement

Casual Leave:

A member is entitled to 15 days of casual leave in any calendar year. Casual Leave shall not be granted ordinarily for a spell exceeding 5 days at a time, it cannot be accumulated or combined with half-pay leave, extra-ordinary leave, vacation or holidays.

Power to Grant or Revoke Leave:

The Principal of the College shall be the competent authority to grant casual leave to a member of the staff or when exigency arises to refuse or revoke a leave which has granted.