

# Gautam Buddha University

Greater Noida, Gautam Budh Nagar, Uttar Pradesh



## APPLICATION FOR VACATION LEAVE (SUMMAR/WINTER)

Name	:	.....
Designation	:	.....
Name of School	:	.....
Extra Assignment (if any)	:	.....
Type of Leave	:	.....
Duration of Leave	:	From.....to.....(Total Days.....)
Reason	:	.....
Leave Address	:	.....

I Have made alternate arrangements for my academic commitments, if any during the leave period.

As following:-

- 1.....
- 2.....

Signature of Employee:-.....

Date:-.....

Forwarded by HOD

(Signature & Seal of the HOD)

Recommend by Dean/Dean In-Charge

(Signature & Seal of the Dean/Dean In-Charge)

**Approved / Not Approved**

**(Signature & Seal of the Dean Academics)**

NOTE:-

1. Vacation Leave of all the faculty members will be sanctioned by the Dean, Academics.
2. Vacation leave of Dean/Dean(I/c)/ Chief Warden/Warden will be sanctioned by the Hon'ble Vice-Chancellor.