



**SURYA ENGINEERING COLLEGE, ERODE**  
 (Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
 Erode - Perundurai Highway, Mettukadai, Erode - 638107.  
 Ph.0424-2555018 | Mobile No:98425 11455 | Email: secerode@gmail.com

**Staff Leave Application Form**

Name		Date	
Designation		Department	
Please grant me leave as <input type="checkbox"/> CL <input type="checkbox"/> OD <input type="checkbox"/> LOP <input type="checkbox"/> VACATION			
Reason:			
Authorised	Availed	Balance	Required Days
			From To
Please grant a Compensatory Holiday, for having			
Worked on		Purpose	
Alternative Arrangement for class works:			
Date	Class	Period	Staff Name

Applicant Signature

Forwarded by	Sanctioned
Head of the Dept.	Principal
Remarks:	



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