Form Type: A (86)

DARUL HUDA ISLAMIC UNIVERSITY - Name of Emplooyee:

Employee Leave Details

Staff Code:

LEAVE APPLICATION DETAIL

Applied Date	Leave Type	From Date	To Date	Reason	Action taken		Balance till the date	Sanctioning Authority	Remarks
					Cleared	Cancelled			

LEAVE SUMMARY

Reporting Date >>>		Date		Date		Date		Date		Date		Date		Date		Date		Date		Date
Leave Type	Max.	Cleared	Balance	Cleared	Balance	Cleared	Balance	Cleared	Balance	Cleared	Balance	Cleared	Balance	Cleared	Balance	Cleared	Balance	Cleared	Balance	Cleared
Casual Leave (CL)	15																			
Medical Leave (ML)	30																			
Marriage Leave (ZL)	7																			
On Duty (OD)																				
Faculty Improvement(FIP	15																			
Hajj Leave (HL)	30																			