

Naipunnya Institute of Management and Information Technology
Long Leave Application form
(for more than 7 days)

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Employee details	
Name	
Designation	
Department	
Address with telephone number and email	
Leave details	
Reason for leave	
Period of leave applied for	From: _____ To: _____
Return to Work details	
I intend to return to work after leave	<input type="checkbox"/> Yes <input type="checkbox"/> No
What arrangements have been made for performance of duties during absence	
Declaration	
I agree to the terms and conditions set by NIMIT, related to leave.	
Name:	Date:
Signature:	
Recommendation	
Name	
Designation	
Signature	
Date	
Approval	
Name	
Designation	
Signature	
Date	

If the length of the leave period mandates the requirement of a new employee to perform the work, and a new employee is hired, then the applicant will have to wait for a vacancy to arise to be rehired.