



Indian Institute of Information Technology, Sonapat

(An Autonomous Institution of National Importance)
IIT Delhi Technopark, Rajiv Gandhi Educational City, Sonapat-131029

Application for Earned Leave/ Maternity Leave/ Paternity Leave/ Child Care Leave

(For Faculty Members and Non-Teaching Staff)

Name : _____

Designation : _____

Department : _____

Extra Assignment (if any) : _____

Pay Scale : _____

Type of Leave : _____

Duration of Leave : From _____ To _____ (Total Days: _____)

Purpose : _____

Date of joining after
availing Leave : _____

Previous Leave Record : _____
(with details) _____

Leave Address : _____

I have made the following arrangements for my academic commitments, if any during leave period as following:

1. _____
2. _____

Signature of Faculty: _____

Date: _____

(FOR OFFICE USE)

Approval of the competent authority to grant leave:

Leave Granted/ Not Granted

Date: _____

Competent Authority