ELECTRICITY REGULATORY AUTHORITY

**Casual Leave Application Form**

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| --- |
| Name : |
| Department/ Division : |
| Name of Supervisor : |
| From Day/Month/Year : To Day/Month/Year : |
| Reason :  Employee’s Signature & and Date |
| Casual leave summary as on \_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_  Leave credit :\_\_\_\_\_\_  Leave applied :\_\_\_\_\_\_  Leave Balance :\_\_\_\_\_\_  Signature & Date  **Human Resource Officer** |
| Approved by the Division Head  Signature and Date |