



**BGMEA UNIVERSITY OF
FASHION & TECHNOLOGY (BUFT)**



Leave Application Form For Faculty Member (Filled by Applicant)

- Department ofDate:
01. Name: Position:
02. Date of first joining at BUFT:ID.....
03. Leave required: From to Total days:
04. Purpose of leave:
05. Type of leave requested: Casual Leave Medical Leave Earned Leave
 Duty Leave Extra Ordinary Leave Others (if any): _____
06. Contact address during absence:
 Mailing:
 Phone: Email:
07. Makeup schedule: Will you miss any classes? Yes / No
 (If yes please attach makeup schedule with this application)
08. Makeup / additional duty of Head by

Signature of the Applicant

09. Recommendation of Department Head:

10. Recommendation of Dean:

11. Leave approved: With pay / Without pay

Approved by

Registrar

Pro-Vice Chancellor

Vice Chancellor

Chairman

12. Leave position: (Filled by HR section)

Last Leave availed: From to Total days: Type of leave.....

Type of Leave	Leave at credit on date (from date of joining)	Leave availed over last 12 months	Leave availed since joining	Leave available
Casual Leave				
Medical Leave				
Earned Leave				
Duty Leave				
Extra Ordinary Leave				
Others (if any)				

Signature of the HR Officer



**BGMEA UNIVERSITY OF
FASHION & TECHNOLOGY (BUFT)**



Leave Application Form For Officers (Filled by Applicant)

Department **Date:**

01. Name: **Position:**

02. Date of First Joining at BUFT: **ID:**

03. Leave Required: From **to** **Total days:**

04. Purpose of Leave:

05. Type of Leave requested: Casual Leave Medical Leave Earned Leave
 Duty Leave Extra Ordinary Leave Others (if any):

06. Contact address during absence:

Mailing:

Phone: **Email:**

07. Applicants Duty will be performed by:

Name:

Position:

Signature of the Applicant

08. Recommendation of Head of Office / Department:

09. Leave approved: With pay / Without pay

Approved by

Registrar

Pro-Vice Chancellor

Vice Chancellor

Chairman

10. Leave position: (Filled by HR section)

Last Leave availed: From to Total days: Type of leave.....

Type of Leave	Leave at credit on date (from date of joining)	Leave availed over last 12 months	Leave availed since joining	Leave available
Casual Leave				
Medical Leave				
Earned Leave				
Duty Leave				
Extra Ordinary Leave				
Others (if any)				

Signature of the HR Officer



BGMEA UNIVERSITY OF FASHION & TECHNOLOGY (BUFT)

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Leave Application Form For Non-Officers (Filled by Applicant)

Department Date:

01. Name: Position:

02. Date of First Joining at BUFT: ID:

03. Leave Required: From to Total days:

04. Purpose of Leave:

05. Type of Leave requested: Casual Leave Medical Leave Earned Leave

Duty Leave Extra Ordinary Leave Others Leave (if any): _____

06. Contact address during absence:

Mailing:

Phone: Email:

Signature of the Applicant

07. Recommendation of Head of Office / Department:

08. Leave approved: With pay / Without pay

Approved by

Registrar

Pro-Vice Chancellor

Vice Chancellor

Chairman

09. Leave position: (Filled by HR section)

Last Leave availed: From to Total days: Type of leave:

Type of Leave	Leave at credit on date (from date of joining)	Leave availed over last 12 months	Leave availed since joining	Leave available
Casual Leave				
Medical Leave				
Earned Leave				
Duty Leave				
Extra Ordinary Leave				
Others (if any)				

Signature of the HR Officer



**BGMEA UNIVERSITY OF
FASHION & TECHNOLOGY (BUFT)**



Maternity Leave Application Form (Filled by Applicant)

- Department of Date:
13. Name: Position:
14. Date of first joining at BUFT: ID:
15. Leave required: From to Total days:
16. Contact address during absence:
Mailing:
Phone: Email:

17. Declaration:

I declare that I am a permanent/ Non-permanent employee and served more/less than nine months at BUFT. I also declare that I have No/One/Two children and Never/ Once/ Twice availed the maternity leave from BUFT.

Signature of the Applicant

18. Recommendation of Department / Office Head:

19. Recommendation of Dean (for faculty members only):

Comments of the Registrar:

Approval of Leave

20. Leave approved: With pay / Without pay

Pro-Vice Chancellor

Vice Chancellor

Chairman

N.B.: Supporting Medical Documents / Doctor's advice must be attached with the application form.