

Leave Application Form	Date of Submission:
------------------------	---------------------

Compare Infobase Limited
C-62, Janak Cinema complex, Janak Puri, New Delhi 110058
Phone #25542045/ 41588013/14 Fax# 25547264 Email ID: compare@infobase.in



Leave Application Form

Name _____ Employee Code

Reporting To _____ Department _____

Leave Date(s) _____ to _____ Full First Half Second Half

Type of Leave Casual Medical Earned

Purpose of Leave _____

Contact Address with phone while on leave _____

Applicant's Signature _____ Approved By _____ Sanctioned By _____ HR Deptt _____

Approved By: Director Finance	Form Number: QMS- HRD- LAF 01	Security Classification: Internal	Page 1 of 1
---	---	---	--------------------

LEAVE POLICY: All leaves should be approved by RO and signed by Stream head in advance

• **Casual Leave (CL):** Casual Leave should be duly applied/informed in advance. Not more than 2 CL (non confirmed employees) 1 CL (confirmed employees) can be availed in a month. Any leave availed besides the monthly entitlement will be treated as **Leave without Pay**.

• **Medical Leave (ML):** All **confirmed employees** are allowed to avail this leave and should be supported by medical certificate and any other relevant document.

• **Earned Leave (EL):** Entitlement starts from the **date of confirmation** Leave should be applied at least **15 days in advance** .

**All National holidays, Sundays or any other holidays falling within the span of any leave taken at a stretch, will be counted in that leave.*