



Primeasia University

Star Tower, 12 Kemal Ataturk Avenue, Banani C/A, Dhaka-1213

HR-103

Duty Leave Application Form

Employee ID:.....

Name of Applicant:

Designation:

Department/Section:

Period of leave applied for: (.....) days from to

Reason for Leave:

.....

Location:

Instructed by:

During absent office duty assigned to

Date:

Signature of Applicant:

Recommendation of Section/Department:

Status: Approved ☐

Not Approved ☐

Signature of the Authority: