



Primeasia University

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

HR-102

Early Leave/Short Leave Form

Avail Date:

Employee ID:.....

Name of Employee

Designation

Department/Section

Please put a tick (✓) mark that you are applying for:

☐ Approval for Early Leave

☐ Approval for Short Leave

Avail Time: From.....to.....

Reason/details:

During absent duty assign to (if necessary)

Signature of Employee

Date

Recommendation of Section/Department

Signature of the Authority

- Note:**
- I). In case of early leave, applicant must duly fill the prescribed form and send it to HRD with approval of Departmental Head by 11.00 am of the same day (in case of emergency may be delayed and accepted).
 - II). During working hour if short leave required, applicant must duly filled the form and send it to HRD with the authorization of departmental Head.
 - III). Respective Head may also email the scan copy of the form to HRD at hrd@primeasia.edu.bd.