

KING EDWARD MEDICAL UNIVERSITY, LAHORE.
LEAVE PROFORMA FOR PGRS

**The Vice Chancellor,
King Edward Medical University,
Lahore.**

<u>LEAVE BALANCE REPORT</u>	
Casual leaves (for current year): Availed _____ (Days) Balance _____ (Days)	
Maternity leaves:-	<input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third
Medical leaves:	Availed _____ (Days) Balance _____ (Days)
Verified by Office of the Assistant Registrar (Academics) _____	

CASUAL /MATERNITY/MEDICAL LEAVE WITH STIPEND/ WITHOUT STIPEND

Name of the applicant: _____ Father's Name: _____

PGR: MD, MS, MDS, FCPS, M.PHIL, PH.D (Specialty) _____

Unit/Ward _____ Hospital: MHL/LWH/LAH _____

Leave applied for _____ Day(s) from _____ to _____.

REASON _____

Signature of the Applicant

Recommended _____ Not Recommended _____

**Signature & stamp of
Supervisor**

**Signature & stamp of
Head of Department/Unit In-charge**

NOTE

- Only first maternity leave with stipend in whole training period is allowed.
- Medical leave upto 29 days (consecutively or partially) without stipend in whole training period is allowed.
- Only two casual leaves are allowed per month in a calendar year. However, ten consecutive casual leaves with stipend can be granted, subject to approval by the Competent Authority.
- The PGRs shall have to do the additional duty/training to compensate the leave period already availed.
- This proforma should be submitted in the Office of the Vice Chancellor, **after verification from Office of the Assistant Registrar (Academics).**

OFFICE OF THE VICE CHANCELLOR, KING EDWARD MEDICAL UNIVERSITY, LAHORE.

Leave sanctioned _____ Leave not sanctioned _____

**Vice Chancellor
King Edward Medical University,
Lahore.**