



EMPLOYEE'S EARLY DEPARTURE / DUTY FORM

Employee's Name	
Employee's Dept.	

DETAILS

Early Departure/Duty Date :

Departure Time :

Return Time :

REASON FOR EARLY DEPARTURE

Supported (Paid Departure)

Reason:

.....

Unsupported (Unpaid Departure)

Reason

.....

Arrangements: *(tick below if you have done them)*

- HOD/Manager Notified
- Class work left for students

Employee's signature :

Approved by:

KS/VP/EP	Manager/Director
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Please give the form to Security in the Lobby

Name of Security In-charge:	Signature:
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