



St. Thomas College of Arts and Science

Affiliated to the University of Madras
Accredited by NAAC with 'A+' Grade | An ISO 21001 : 2018 Certified Institution
Koyambedu, Chennai - 600 107.



APPLICATION FOR COMPENSATORY OFF(NON-TEACHING)

Name	
Employee ID	
Designation	
Date(s) of leave applied for	
Whether alternative arrangements of work has been made or not	(Yes / No)
Details of the work based on which the compensatory off is claimed	
(a) Specify the work carried out	
(b) Date and duration of work	

Signature of the Applicant

Authorised Head

Principal
