



Application for Leave of Absence  
for India Employees

This application must be completed and forwarded to ERC via the New Support Center prior to start of the Leave of Absence.

Employee Name: \_\_\_\_\_ Employee Code: \_\_\_\_\_

Designation \_\_\_\_\_

Office \_\_\_\_\_ Location: \_\_\_\_\_

Contact Number: \_\_\_\_\_ :

Address During LOA \_\_\_\_\_

Tel# \_\_\_\_\_

Personal Email ID: \_\_\_\_\_

LOA Period: From \_\_\_\_\_ To \_\_\_\_\_

Purpose : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have read and understood rules relating to 'Leave of Absence'. I agree to be bound by them.

Employee Signature : \_\_\_\_\_ Date \_\_\_\_\_

Manager Signature : \_\_\_\_\_ Date \_\_\_\_\_

HR Business Partner : \_\_\_\_\_ Date \_\_\_\_\_

*\* if required as per Adobe India Policies*

Comments/Notes-----