



Application for Leave of Absence  
for India Employees

This application must be completed and forwarded to ERC 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 \_\_\_\_\_

Comments/Notes-----

*\* if required as per Adobe India Policies*