

# DIOCESE OF UDUPI

Bishop's House, Udupi P.O. – 576 101, Karnataka, India

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## APPLICATION FOR VACATION / LEAVE

*[In compliance with canon. 283, 533, 550 and diocesan regulations]*

1. Name:
2. Parish/Institution:
3. Applicant's Mobile Number:
4. Last Holiday Availed : 1. From \_\_\_\_\_ to \_\_\_\_\_  
2. From \_\_\_\_\_ to \_\_\_\_\_  
3. From \_\_\_\_\_ to \_\_\_\_\_
5. Nature of leave: Annual ☐ Fund raising ☐ Other ☐ (please specify):
6. Date of Departure:
7. Date of Return:
8. Duration of Absence (No. of days absent):
9. Available Vacation/Leave on Returning:
10. Place/s of Visit:
11. Contact Address, Phone Number and E-mail:
12. Name, Address and Mobile Number of the Substitutes Arranged During the Absence:
13. Any other relevant information:

Date:

Signature of the Applicant

(Parish/Institutional Seal)