



Vedicsoft Leave Application Guidelines

Any regular full time employees going on a vacation need to follow the following protocol:

- Please complete the form below and fax the form to 732.909.2794.
- You **MUST** fill emergency contact # and email wherein we can reach you during your vacation.
- Your vacation is not approved until you receive an approval from either Supervisor / HR Department.
- In case you are planning a vacation longer than 30 days, please pay your Premiums upfront.
- Failure to do so may lead to a termination of your Insurance Enrollment.
- If you decide to extend your vacation without our prior approval, it adversely impacts your status wherein we will be forced to terminate your H-1B as per USCIS.



Absence Information

Employee Name :

Vedic Supervisor Name :

Type of Leave Requested

- Vacation Bereavement Time Off Without Pay
- Military Jury Duty Maternity/Paternity Other

From:

To:

Reason for Absence :

Emergency Contact Details during Vacation Period :

Name :

Email ID :

Mobile :

Land line :

You must submit your requests for absences, other than sick or bereavement leave two weeks prior to the first day of your absence.

Employee Signature:

Date:

Approval

- Approved Rejected

Comments :

Human Resources Signature:

Date: