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## Compensatory leave request letter

Writing a leave request mail or letter is not a complicated task and can be broken down into simple steps. We provide plenty of examples at the end. In the opening paragraph start with the statement, which is nothing more than your willingness to take a leave with dates clearly mentioned. Indicate the type of leave and give a valid reason if it is not an annual leave. You could say something like: "I would like to ask for your permission to take an annual leave from 15 July to 1 August" or "This letter is to inform you that I am planning to take an unpaid leave from 15 June to 1 July to prepare for my final post-graduate exam". Don't leave a chance for ambiguity. Let the dates be crystal clear. Mention the start and end dates followed by the word "inclusive" so that your manager knows that those dates are part of your leave. Example: "from 15 July (inclusive) to 20 July (inclusive)".

**Request Letter For Leave Salary**

From,  
Matthew Pang  
27/2 - Mountain Road, Utah,  
Idaho - 9998989  
matthew@gmail.com  
(+98)-22454367

Date: 10 Jan 2068

To,  
Simon,  
Tabular Form Pvt Ltd  
60/50 - , Near Music College,  
San Diego-40001  
(+91)-8999991230

Dear Simon,

This is to state that I am Matthew Pang, working in Genpact CMIT since four years as a Network Engineer. Currently I am serving the notice period of which 25th of July is the last date. As the date is nearing and my full and final settlement is still due from the company end, I am worried that the process may exceed the deadline.

To avoid this kind of circumstances, I request you to initiate the process of my final settlement, so that I don't have to face unnecessary hassle once I am out of this company.


The salary amount will be approximately 1,33765 Rs. for three months and the earn leave payments which will be around an amount of thirty two leaves.

Please let me know if any document I need to provide or I have to seek clearance from any account to process the payment.

Thank you in advance.

Sincerely ,

Matthew Pang

**BEST**  
Letter Envelope

is also very helpful to list the length of your leave in days and working days together as an additional safeguard; for example: "I will be going on for leave from July 15 (inclusive) to 20 July (inclusive), 4 working days out of total 6." After the statement, reassure your manager that your duties and tasks are under control and that no work is pending. Explain to them who will cover for you while you are not available and how work will be handled in your absence (who will do what).

In the last paragraph, ask your manager to grant you the permission to leave at the earliest possible opportunity because you need to do some planning. Thank them for their time and understanding. You will find many fill-in-the-blanks examples at the end so don't worry. Page 2 All Letters » Employee Letters Dear [HR Department], I will would like to apply for a compensatory leave starting from [leave start date] till [leave end date]. I have five days of compensatory leave days and I want to utilize three of them for this purpose. My comp days are listed below for your reference. During my leave, [Mr. John Smith] will be assuming my duties. We have discussed this matter and [Mr. John] confirmed his availability to cover for me. In case of emergency, you may contact me on [123456789]. Please confirm that you received this letter and that you acknowledge my request accordingly. Sincerely, When an employee works on holidays or weeks off, that employee will become eligible for compensatory leave on another working day.

Employees must use compensatory leave as early as possible otherwise it will be expired. In most companies, the compensatory leaves will expire in 1 month to 2 months from the date you become eligible. The period varies according to each company's leave policies. To avail of compensatory leave, employees need to submit a leave application (or email) to the manager or Human Resource Department for approval. Here are the sample compensatory leave letters and email formats that you can use in your office. Compensatory Leave Application 1 To The Manager, Company name, Address. Sub: Compensatory leave application. Dear Sir/Madam, I am [Employee name] working as a [Designation] in [Department] at [Company name] and I am applying for compensatory leave on [Date of leave] i.e. on Sunday/Public holiday. Hence, please allow me to use the compensatory leave on [Date of leave]. Thanking you. Regards, Employee Name, (Signature). Employee ID: XXX, Designation. Compensatory Leave Application 2 To The Manager, Company name, Company Address. Sub: Compensatory Leave Application for [Date of leave].

Days, Sir/Madam, I would like to request 2 days of compensatory leave on 05 Aug 2022 & 06 Aug 2022 for my family tour. I am entitled to two days of compensatory leave, which I want to use for this purpose. Therefore please grant me the compensatory leave for the above days. Thanking you. Sincerely, Your name (Signature), Employee ID, Designation. Compensatory Leave Application 3 (Combined with Other Leaves) Sub: Leave Application for 5 days. Dear Sir/Madam, I would like to apply for 5 days of leave from 18 August 2022 to 22 August 2022 due to my family visit. For these 5 days of my leave, please consider 2 days as compensatory leave, and for other days I will apply either CL/ELs. In case of emergency work, you can contact me on 9457XXXX45. So please allow me to take the leave for the dates mentioned above. Thanking you. Sincerely, Your Name (Signature), Employee ID, Designation. One Day Comp Off Leave Mail 1 Sub: Compensatory leave application. Dear Sir/Madam, I would like to apply for compensatory leave on August 11, 2022. I am eligible for this compensatory leave because I attended work on August 5, 2022, i.e. Sunday / holiday. So please grant me the leave. Thanking you.

Sincerely, Your name, Employee ID, Designation. Compensatory Off Leave Mail 2 Sub: Compensatory leave application. Dear Sir/Madam, I would like to request 3 days of compensatory off from 11 August to 13 August 2022 due to my health problems. I've been working continuously over the last month, including Sundays and holidays. But now due to health issues I want to use my compensatory leaves. I will report to my work on 14 August 2022. So please approve my leave request. Thanking you.

### Example of Sick Leave Letter

A leave application sample for sick leave is given in this section in order to give a better idea of the readers:

Glenn Nadal  
Security Officer  
NTC Oman

30/01/18

Mickey Stratus  
HR Officer  
NTC Oman

Sub: Application for sick leave

Dear Ms. Stratus,

I am writing this application to inform you regarding my illness. I am having a severe headache and throat infection since last night. The doctor has advised me to take complete rest for four days, i.e. January 30, 2018 to February 02, 2018. The medical certificate is enclosed with the letter to confirm that I need break from work to recover properly.

I will try my best to check my account occasionally for important mails and continue doing some official work from home till returning back to office. On joining the office, I am determined to catch up the work being missed during leave.

Please let me know if any further clarification is needed in this regard. I am available 24/7 on my cell phone. Please feel free to contact me in case of any emergency. Looking forward to your prompt response on this matter,

Yours faithfully,  
Glenn Nadal

Sincerely, Your name, Employee ID, Designation. Address the letter/mail to the concerned authority such as your manager or HR department in your office. Use a subject line such as "Compensatory leave application". Write the number of days you want leave and include the dates. Ask the manager to consider the leaves as compensatory leave for attending work on holidays and week offs. End the letter with proper letter closings like regards (or) sincerely and write your name, employee ID, and designation at the end of the letter.

What is compensatory leave? Compensatory leave is a substitute leave granted to the employees for attending work on week offs and public holidays. How do you avail of compensatory leave? You can avail of compensatory leave by writing a leave letter or email to your manager or HR department. How long compensatory leave can be taken? The number of compensatory leaves depends on the number of days you worked on week offs and holidays. For example, if you worked on two holidays then you can use 2 compensatory leaves. Is compensatory leave and casual leave are same? No, they're not the same. Compensatory leave is considered replacement leave, whereas casual leave is granted to eligible employees on an annual basis. Will I receive a payment if I don't use my compensatory leave? In general, companies don't pay for not using comp offs, if you fail to use them then they will get lapsed. Can we combine casual leaves & earned leaves with compensatory leaves? Yes, you can combine them for long leaves. Recommended: