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| **EMPLOYEE DETAILS** |
| **Full Name:** |  |
| **Department, Unit or Programme:** | Planning and Material Development □Assessment and Evaluation □Professional Development □Extracurricular Activities □ | E-Learning □Foreign Language Courses □English Preparatory Programme □Russian Preparatory Programme □ |
| **DATE AND TIME OF ABSENCE** |
| **From:***(Date and Time)* | ……./……../………. | @ ………. : ……….. |
| **To:***(Date and Time)* | ……./……../………. | @ ………. : ……….. |
| **Total Hours & Minutes Missed:**  | …..…… hours ……….… minutes of absence |  |
| **TYPE OF LEAVE** |
|  | Personal □ | Medical □ | Academic/Professional □ |
| **Additional Information:** |  |
| **Attachments:** |  |
| Signature:Date: |
| **Approved by:** |
| **Coordinator:** |  | *date* | *signature* |
| **Vice Principal:** |  | *date* | *signature* |