|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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* | |