**Monday, February 26, 2018**

The Principal, PVC

The University of the West Indies

Cave Hill Campus

St. Michael

BB11000

Dear Madam,

I write to apply for **two (2) days** ofvacation leave from **February 28th to March 1st 2018 inclusive**.

Yours sincerely,



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**Sheldon Spencer**

**Information Technologist – Systems Analyst**

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I recommend / do not recommend that the leave be granted.

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**Chief Information Officer, Campus IT Services**