UNIVERSITY OF SAN JOSE-RECOLETOS

Attendance Monitoring System

Office Personnel and Staff

Date Filed: ${date}

APPLICATION FOR LEAVE FORM

Name: ${Name}

Department: ${Department}

Designation: ${Designation}

Address: ${Address}

I would like to apply for a leave of absence from my work assignment from to for a period of working day/s.

Hereunder stated is/are reasons for my leave of absence:

|  |  |
| --- | --- |
| ${College Dean}  ${College Dean-Name}  ${College Dean-Position} | ${School President}  ${School President-Name}  ${School President-Position} |