



IOM International Organization for Migration
OIM Organisation Internationale pour les Migrati
OIM Organización Internacional para las Migraci

LEAVE REQUEST

	Prepare in duplicate : 1 copy will be returned by the Supervisor to the staff member, via the Time Keeper,
	1 copy to be forwarded to HRD.
	For Sick leave with certificate please prepare in triplicate and send all 3 to Medic

I request leave of absence as follows:				
Leave Request	From	To		No of Days
		Total No of Days		0
Giorgio, ITS, 8-Aug-99				

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to notify approval or disapproval of request.	MR:	
al Services/OHU.		

		Certified to be within leave credit
		Certified special approval has been grant in accordance with § B.v) of General Instruction N° 404.5
		<i>Leave Request 2000 new .doc</i>