



International College, Chiang Mai Rajabhat University

Request Form for Leave

Date.....Month.....Year.....

To:

I, (Mr. Mrs. Ms.)Position

Department:

Hereby request a leave for [] Sick Leave
[] Duty / Personal business (reason)
[] Vacation

for days, from (date)..... to (date)

During this leave, I can be reached at (address).....

Tel :E-mail

Sincerely yours,

..... (Signature)

(.....)

Record of leave in this fiscal year

Table with 4 columns: Type of leave, Last leave (days), Current leave (days), Total (days). Rows include Sick Leave, Duty / Personal business, and Vacation.

(Signature) (Reviewer)

(Position)

Date/...../.....

Head of department's comments

.....

(Signature)

Date signed/...../.....

Supervisor's comments

.....

(Signature)

Position

Date signed/...../.....

Faculty's approval

[] Approved [] Disapproved

(Signature)

Date signed/...../.....