



International College, Chiang Mai Rajabhat University

Leave Request Form

Date.....Mounth.....Year.....

To: Dean of International College,

I, (Mr./Mrs./Ms.).....Position.....

Program.....

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)

(.....) (Name)

Record of leave in this fiscal year

Type of leave	Lest leave (days)	Current leave (days)	Total (days)
Sick Leave			
Duty / Personal Business			
Vacation			

(Signature) .....(Reviewer)

(Position) .....

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

Head of the Program's comments

.....

.....

(Signature) .....

(.....)

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

Supervisor's comments

.....

.....

(Signature) .....

(Asst. Prof. Dr. Kwanjai Kitchalarat)

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

Faculty's approval

☐ Approved ☐ Disapproved

(Signature) .....

(Assoc. Prof. Dr. Sutthinan Chuenchom)

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



# Memorandum

Department International College, Chiang Mai Rajabhat University.

Date .....

Subject A work plan during a leave.

To. Dean of International College,

I, (Mr./Mrs./Ms.) .....Position.....Program.....

Have requested a leave for ☐ Duty/Personal business ☐ Vacation

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

During the period of leave, I have a plan for my work as shown below;

## 1. Teaching (Weekday Program)

Subject	Section	Date - Time	Room	Teaching Plan (Make-up class)	
				Date - Time	Room

## 2. Teaching (Weekend Program)

Subject	Section	Date - Time	Room	Teaching Plan (Make-up class)	
				Date - Time	Room

## 3. Other responsibilities

Task	Substitution	Signature

(Signature) .....Lecturer

(.....)

Head of the Program's comments

.....

(Signature) .....

(.....)

Supervisor's comments

.....

(Signature) ..... Deputy Dean

(Aj.Kamonwan Sangseekaew)

☐ Approved ☐ Disapproved

(Signature)..... Dean

(Assoc. Prof. Dr. Sutthinan Chuenchom)

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Attachment : Class Schedule