



Employee Absence Notification Form

Employee Use			
Employee Name: _____			<div style="border: 1px solid black; width: 50px; height: 50px; margin: 0 auto;"></div>
Date of Absence: _____		Days of Absence _____	
Type of Absence (Please Tick) <ul style="list-style-type: none"> <input type="checkbox"/> Attendance Leave <i>(Host Country Employee Only. Reason is required below.)</i> <input type="checkbox"/> Bereavement Leave <input type="checkbox"/> Maternity/Paternity Leave <input type="checkbox"/> Personal Leave <i>(Faculty Only. Reason is required below.)</i> <input type="checkbox"/> Professional Leave <i>(Reason is required below, e.g. accreditation visits, school visits, workshops, conferences, and job fairs, etc.)</i> <input type="checkbox"/> Sick Leave <input type="checkbox"/> Time in Lieu <i>(Administrative Employee Only)</i> <input type="checkbox"/> Unpaid Leave <i>(Reason is required below)</i> <input type="checkbox"/> Vacation Entitlement <i>(Administrative Employee Only)</i> 			
Explanation: _____ _____ _____			
Application Route: <i>Applicant → HR Manager → Deputy Director- Learning/Admin. Supervisor → Director</i>			
Signatures:			
Applicant	HR Manager	Deputy Director- Learning / Admin. Supervisor	Director
Date: _____	Date: _____	Date: _____	Date: _____

Office Use Only			
<input type="checkbox"/> Applicant	<input type="checkbox"/> Accounts Office <i>(Unpaid Leave)</i>	<input type="checkbox"/> Substitution Coordinator <i>(Planned Absences Requesting Cover)</i>	<input type="checkbox"/> Recorded