



To : Director,
Administrative Affairs Dept.

Please be advised that I was absent on dated / / 20 for the following reasons:

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Therefore, please consider this absence as:

Contingency leave ()

Discontinuation of work ()

Thank you,

Name	University ID No.	Signature	Date

Comments of direct supervisor:..... Sign.:.....

Comments of higher supervisor:..... Sign.:.....

Comments of Leaves Dept.			
To be considered as a contingency leave			
First time	Second time	Third time	Fourth time

The absence on / / 20 is to be considered as discontinuation of work since he/ she has used up all his/her contingency leaves.

Employee in charge

Head, Leaves Section

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Important remarks:

- (1) In case the employee has already used up all his/her contingency leaves any extra absence will be discontinuation of work and consequently will be deducted from the salary.
- (2) The employee could be absent for an urgent unexpected reason which could not be reported in advance. This absence should only be for one day every time and for a maximum of four days annually which expire by the end of the year. When the employee resumes his/her duties, he/she should present the reason for such absence to his /her supervisor, who in turn, accepts or rejects such reasons.