

MEMORANDUM

TO:

FROM:

DATE:

SUBJECT: ABSENCE FROM CAMPUS DURING NORMAL OFFICE HOURS

FROM:			TO:		
	Date	Time		Date	Time

REASON:	ANNUAL LEAVE	SICK LEAVE	OFFICIAL BUSINESS	OTHER (Explain)

COMMENTS:

May be reached at:	
Address:	
Telephone:	
Your Signature:	
Title:	
APPROVED:	
Date	