

Sick / Maternity / Personal Business Leave Request

King Mongkut's University of Technology Thonburi

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

Subject :

To :

I(Mr.,Mrs.,Miss) Position / Title

Authority Level Division / Faculty Office/ Center / Department

..... hereby request a leave on

- sick
- personal business (reason)
- maternity

starting date ending date total number of work days (including weekend days). I have lately requested a leave on sick personal business

maternity beginning ending on total number of work days

..... During my absence, I may be reached at.....

.....Tel.....Person responsible in my absence is

Sincerely yours,

(Signature)

(.....)

Record of leave in this fiscal year

(Oct 1st - Sept 30rd of coming year)

type of leave	last leave	current leave	total
sick	(work day)	(work day)	(work day)
personal business	(work day)	(work day)	(work day)
maternity	(work day)	(work day)	(work day)

Comments by Supervisor

- Approved
- Disapproved (if disapproved, give reason)

(Signature)

Position

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

Official approval on request

- Approved Disapprove

(Signature)

Position

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

(Signature)..... (Reviewer)

Position.....

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