



ST. ANTHONY'S COLLEGE
San Jose, Antique

APPLICATION FOR LEAVE/ABSENCE

_____ **Date**

Dear Madam/Sir:

This is to inform you that I will be/was absent on/from _____
_____ due to _____.

Very truly yours,

Signature over printed name

Noted: _____

Date: _____

To be applied to:

- Sick Leave (10 days)
- Vacation Leave (12 days)
- Official Business

/crgm



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