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HOLIDAY REQUEST / LEAVE OF ABSENCE FORM

Please provide information for the student's Senior Support Worker.

Name of Student:

I wish to request holiday leave / leave of absence

My proposed dates for absence are from to (inclusive)

Please give details and any other information you would like the college to take into consideration

Signed: _____ Date: _____

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Holiday Request / Leave of Absence Confirmation Form

To:

I approve / I would like to discuss with you further your holiday / leave of absence request of (date)

Thank you.

Signed: _____ Date: _____

Principal