

Example 4.6a**LEAVE OF ABSENCE**

Date _____

To _____

Address _____

You are hereby granted a leave of absence for the period

from _____ to _____

from your position classified as _____ (CS _____)

in _____
(department or college) (institution or agency)

and with the right to return to

o this position (CS _____)

OR

o a position in this classification

at the expiration of the leave.

The Reason for this leave is

Institution

By _____

Proof of Service

Date _____ How delivered _____

This leave is granted upon the condition that the employee shall return to his duties at its expiration. Failure to return on that date shall be deemed an unauthorized and unexcused absence, which is cause for discharge.