

# Leave Application Report: Sick Leave Extension

This **leave application report** details the request for an extension of sick leave due to ongoing health issues. It includes the original leave dates, medical certificates, and the proposed additional leave duration. The report ensures proper documentation and approval from the relevant authorities.

## Employee Information

- **Name:** [Employee Name]
- **Department:** [Department Name]
- **Employee ID:** [Employee ID]
- **Position:** [Job Title]

## Original Sick Leave Details

- **Start Date:** [Original Start Date]
- **End Date:** [Original End Date]
- **Duration:** [Number of Days]
- **Medical Certificate Attached:** Yes

## Request for Extension

- **Proposed New End Date:** [Proposed End Date]
- **Additional Leave Duration:** [Number of Additional Days]
- **Reason for Extension:** Ongoing health issues as diagnosed and advised by the attending medical professional.
- **Updated Medical Certificate Attached:** Yes

## Summary & Recommendation

I kindly request approval for the extended sick leave period as per the attached medical documentation. Proper arrangements will be made to ensure minimal disruption of work.

## Attachments

1. Original Medical Certificate
2. Updated Medical Certificate
3. Original Leave Approval Document

**Submitted by:** [Employee Name]

**Date:** [Submission Date]