

# Formal Notice of Absence Form

## (Personal Reasons)

**Full Name:**

**Department/Class/Unit:**

**Supervisor/Instructor Name:**

**Contact Email:**

**Absence Start Date:**

**Absence End Date:**

**Reason for Absence (Personal):**

**Person in Charge During Absence (if applicable):**

**Signature:**

**Date Submitted:**

Submit Notice

**Note:** Submitting this form does not guarantee approval. Please await official confirmation from your supervisor or HR/administration department.