

# Keep It Simple Book

# Michael Brown

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medical treatment subject urgent sick leave request your  
name dear manager s name i am writing to request an  
urgent sick leave as i have been advised to undergo a  
medical procedure treatment that cannot be postponed  
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write a sick leave letter 1 select the most appropriate  
formatting you can type your letter in a 10 to 12 point font  
and use a legible typeface such as arial times new roman or  
helvetica in the upper left hand corner of the page write the  
date you want to submit the letter to your direct supervisor  
*formal leave of absence letter request example the balance -*  
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web oct 7 2022 as we discussed yesterday i would like to  
request a formal leave of absence from my job for family  
reasons i plan to be away from november 2 2022 to  
december 30 2022 returning to work on january 3 2023 if  
approved i would be glad to help with a plan to cover my

workload in my absence

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web aug 4 2023 subject sick leave request hi insert  
manager name i m writing to request sick leave for the next  
two days from date through date i have an emergency that  
requires medical attention please let me know if you have  
any questions or concerns thanks 26 hi i m writing to request  
sick leave i will be out of the office on date

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from you to your employer in which you can request to take  
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receiving this letter informs the employer about your  
situation and how long you intend to  
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web a request for advanced sick leave is essentially a request  
for sick leave therefore the medical documentation  
requirements for granting of sick leave apply for details on  
supporting evidence for the use of sick leave please see our  
fact sheet entitled sick leave general information  
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leave request maximum of ten days of advanced sick leave  
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web acknowledge and agree that any sick leave advanced to

me is considered a debt and that beginning with the first pay period after the advancement is approved i am required to repay the city of bothell by applying my future sick leave accruals each pay period

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