



Dundalk Institute of Technology
Leave Report Form

(not for use for absence due to illness –
please use Sick Leave Absence Form)

Name: _____ **Grade:** _____

Payroll No: _____

School/Department/Function: _____

Type of Leave/Reason for Absence: _____
(Jury Service, Study Leave,
Compassionate Leave)

Period of Absence: From:
(First day of leave) _____

To:
(Last day of leave) _____

Number of Days: _____

Applicant's Signature: _____ **Date:** _____

I recommend/do not recommend this application:

Signature: _____ **Date:** _____

Head of
School/Department
/Function _____

Payment of full salary/wages will only be made where a completed and signed Leave Application/Absence Form is submitted to the HR Office to cover periods of annual leave or absence. In the case of study leave, jury service, etc., appropriate certification should accompany this form as far in advance of the leave requirement as is possible.

**For absence due to illness, a
Sick Leave Absence Form should be completed.**