

TEMPLATE – ON DEPT. LETTERHEAD

CONFIDENTIAL MEMORANDUM

TO: President Tripathi

FROM:

DATE:

SUBJECT: REQUEST FOR PRESIDENTIAL SICK LEAVE

(Employee's name) in (dept), has been out of work on medical leave since (date). As of (date) she/he will have exhausted her sick leave. Consequently, I am (recommending/not recommending) his/her request for Presidential Sick Leave at full pay to be used until (date)).

Thank you for your immediate attention to this important matter.

Reviewed: _____ Date: _____
Dept Head

Reviewed: _____ Date: _____
VP/Dean

Reviewed: _____ Date: _____
(If applicable) Provost

Approved: _____ Date: _____
President Tripathi

Attachments: (Employee's request and additional justification for recommendation for/against granting of Presidential Sick Leave (optional)).