

SAMPLE (For reference only)

OTHER LEAVE RECORD (EXCLUDING SICK LEAVE)

Name of School: _____

Name of Staff _____ (_____) Sex: _____

Post: GM

Date of Appointment: 1.9.1997 Last Date of Employment: _____

Incremental Date [ID]: 1st of September after Appointment
Adjusted to 1st of October after the teacher took no-pay special leave from 30.4.2012 to 20.5.2012 inclusive (21 days)

- Absence Type of Leave:
- Special Tuberculosis Leave (TB)
 - Maternity Leave (ML)
 - Paternity Leave (PAL1)
 - Special Leave (SP)
 - Study Leave (ST)
 - Leave for serving as Jurors or Witnesses (JW)
 - Leave for Special Events (LS)
 - Others (O)

Absence Type	Paid (P) / No-pay (NP)	Absence Period/Date		Absence Day(s)	ID
		From	To		
SP	P	8.10.1998	---	1	1.9
ML	P	1.12.1999	8.2.2000	70	1.9
O	NP	30.4.2012	20.5.2012	21	1.10