

Procedures for the Application for Leave of Absence

- (1) Download this form. Fill the application form.**
- (2) Signed by the chairperson of your department.**
- (3) Bring the application form and proof document to the Division of Teaching Affairs (in the Office of Academic Affairs)**

Apply for 2-day leave of absence: need to be proved by the division director.

Apply for 3-day or above leave of absence: need to be proved by the Dean of Academic Affairs.