



NOTIFICATION OF UNCERTIFICATED LEAVE

P11

TO: PS, Public Administration DATE: _____

FROM: _____ REF: _____

I advise that Mr/ Mrs/Miss _____ the holder of the post of _____ in the _____

Department, has resumed duties on ____ / ____ / ____ following his/her absence on ____ / ____ / ____, ____ days uncertificated leave. He/she has now had a total of ____ uncertificated leave days during the current year.

Head of Department



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