

REQUISITION FORM FOR SICK LEAVE/MATERNITY LEAVE/BUSINESS LEAVE

Burapha University

Date..... Month..... Year B.E.

Subject :

Dear :

I /Middle name/Given name..... Position.....
ClassN/A..... Division/Department

request () a sick leave
() a maternity leave
() a business leave

Reason of leave.....
.....

Period of leave from.....Month.....Year B.E..... To.....Month..... Year B.E.....

For..... Days My previous leave was () Sick leave () Maternity leave () Business leave

From.....To.....For.....Days

During the leave I can be contacted at.....
.....Tel./Mobile

Sincerely yours

Signature

(.....)

Record of Leave in this Fiscal Year

Type of Leave	Previous Leave (days)	Requested Leave (days)	Total (days)
Sick			
Business			
Maternity			

Signature Reviewer

(.....)

Position

Superior's Comments

.....

Signature

(.....)

Position

Date.../.../.....

Decision

() Granted () Denied

.....

Signature

(.....)

Position

Date.../.../.....

Requisition Form for Vacation Leave

Burapha University

Date..... Month..... Year B.E.....

Subject Requesting for vacation leave

Dear

I /Middle name/Given name..... Position.....
 Class.....Division....., having
 an accumulated vacation leave of working days, and entitled to this year's vacation
 leave for working days, with a total ofworking days. I wish to request for a
 vacation leave starting from date Month..... Year B.E..... to date
 Month..... Year B.E....., for a period of days.
 During my vacation leave I can be contacted at
 Telephone no.

Sincerely yours

Signature

(.....)

Record of Leave in this Fiscal Year		
Previous leave taken (days)	Leave taken this year (days)	Total (days)

Signature Reviewer
 (.....)
 Position
 Date...../...../.....

Superior's Comments
.....
.....
.....
Signature
(.....)
Position
Date...../...../.....
Decision
() Granted () Denied
.....
.....
Signature
(.....)
Position
Date...../...../.....

Resignation Form of University Employee

Written at

Date Month Year B.E.

Subject: Request for resignation

Dear:

I, name/middle name/given name (Mr./Ms./Miss).....Surname.....
started working from date..... Month..... Year B.E..... My current position is
..... in department/ division..... faculty/institute/office
with a salary of..... baht. wish to tender my resignation from the university
employment, effective from

.....
for the following reason

.....
My address for future correspondence is.....

.....
Tel /mobile..... E-mail.....

in order to receive my provident fund and the other

In this regard, I hereby certify that

1. () no () yes accrued loan amount..... baht.
2. () no () yes material and equipment which I borrowed form designated unit as follow
in the attachment
3. () no () yes I still owe the university for scholarship repayment
4. () no () yes under fact-finding investigation
5. () no () yes under disciplinary investigation
6. () no () yes resident in university.....
7. () no () yes provident fund commencement date.....
8. () no () yes social security fund
9. () no () yes group insurance
10. () no () yes other.....

I would like to request permission for resign from university employee frommonth.....
Year B.E. And hereby certify that all the statements above made in this resignation form of
university employee are true and correct.

Yours Sincerely

(Signature).....

(.....)

1. Primary superior's comments

.....

name position..... date.../...../.....

2. Verification

all the information above are already checked

name position..... date.../...../.....

- notation :
1. Submit the form not less than 30 days before the date of resignation, unless resignation for holding a political position or application to stand for election.
 2. The university identification card must be returned to the division of human resource administration and development within 7 days as from the date of resignation.
 3. Send a copy of this resignation from university employee to the planning division and the finance division.