

## Form 404.3 Compassionate Extraordinary Leave of Absence

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Support Staff – See Admin Procedures 404 for further information

Date \_\_\_\_\_

Dear Mr. McCarthy:

I \_\_\_\_\_, am writing to request a Compassionate  
(Name)  
Extraordinary Leave of Absence (AP404 section 9) for

\_\_\_\_\_.  
(Date/s)

This request is based upon \_\_\_\_\_.  
(Reason)

Thank you for considering my request and I look forward to discussing this issue further  
or answering any questions.

Sincerely,

\_\_\_\_\_  
Signature