

Medical work excuse template Tutorial

Understanding the Importance of a Medical Work Excuse Template

In today's fast-paced professional environment, health issues can unexpectedly interfere with work commitments. Whether you've caught the flu, experienced a medical emergency, or need time for recovery, providing your employer with a legitimate excuse is essential. This is where a medical work excuse template becomes invaluable. It serves as a standardized, professional document that clearly communicates your health-related absence, ensuring transparency and maintaining your credibility.

A well-crafted medical work excuse template not only simplifies the process of notifying your employer but also ensures that all necessary information is included, reducing misunderstandings or delays in approval. In this article, we'll explore what a medical work excuse template entails, how to craft an effective one, and provide sample templates to guide you through the process.

What Is a Medical Work Excuse Template?

A medical work excuse template is a pre-formatted document used by employees to inform their employer about their absence due to health reasons. It acts as an official record that confirms the employee was unwell and needed time off for medical treatment, recovery, or health-related appointments.

Key features of a medical work excuse template include:

- Employee's name and contact information
- Date of the medical consultation or illness
- Duration of absence
- Medical provider's details
- Brief explanation of the medical condition (if appropriate)
- Signature of the healthcare provider (if required)
- Employee's signature (optional)

Using a template ensures consistency, professionalism, and completeness of the information provided. It also helps employers process leave requests efficiently, especially in organizations that require formal documentation for sick leave.

Why Use a Medical Work Excuse Template?

Employers appreciate clarity and professionalism when managing employee absences. Here are some compelling reasons to utilize a medical work excuse template:

1. Ensures Accurate Communication

A template guarantees that all essential details are communicated clearly, reducing confusion or missing information.

2. Saves Time

Pre-designed templates streamline the process, allowing employees to fill in details quickly without drafting a document from scratch.

3. Maintains Professionalism

A standardized format presents a professional image, reassuring employers of the legitimacy of the absence.

4. Facilitates Record-Keeping

Templates make it easier for HR departments to organize and archive sick leave documentation systematically.

5. Supports Legal and Policy Compliance

Having a formal excuse aligns with company policies and legal requirements surrounding employee health disclosures.

Components of an Effective Medical Work Excuse Template

To create a comprehensive and effective medical work excuse template, certain key components should be included:

1. Employee Information

- Full Name
- Employee ID (if applicable)
- Contact details (phone number, email)

2. Date and Duration of Absence

- Date of the medical appointment or onset of illness
- Expected or actual return date
- Total days absent

3. Medical Provider Details

- Name of healthcare professional or facility
- Contact information
- Medical license or registration number (if necessary)

4. Medical Condition Summary

- Brief description of the illness or reason for absence (optional and privacy-conscious)
- Verification that the employee was under medical care

5. Signature and Certification

- Signature of the healthcare provider (if required)
- Date of signature
- Employee's acknowledgment (if necessary)

6. Additional Notes

- Any specific instructions or restrictions
- Recommendations for returning to work

How to Write a Medical Work Excuse Template

Crafting an effective template involves clarity, professionalism, and adherence to privacy standards. Follow these steps to create your own:

Step 1: Use a Clear and Professional Format

Start with a clean layout, using bold headings and organized sections to enhance readability.

Step 2: Include All Necessary Details

Ensure that your template captures all components discussed above to prevent back-and-forth clarifications.

Step 3: Maintain Privacy and Confidentiality

Avoid unnecessary personal details; include only what is relevant and necessary for the employer.

Step 4: Obtain Proper Authorization

Ensure the medical provider signs and stamps the document if required by your organization.

Step 5: Review and Customize

Tailor the template to your specific needs or organizational policies, and double-check for accuracy.

Sample Medical Work Excuse Templates

Below are two sample templates—one for personal use and another more formal version suitable for official purposes.

Sample Template 1: Basic Medical Work Excuse

[Your Name]

[Your Address]

[City, State, ZIP]

[Email Address]

[Phone Number]

Date: [MM/DD/YYYY]

To Whom It May Concern,

Please be advised that I was unable to attend work on [Start Date] due to medical reasons. I was under the care of a healthcare professional and required rest and treatment during this period.

I expect to return to work on [Expected Return Date]. Kindly accept this notice as a formal excuse for my absence.

Thank you for your understanding.

Sincerely,

[Your Name]

[Healthcare Provider?s Name]

[Medical Facility Name]

[Provider?s Contact Information]

[Signature & Date] (if applicable)

Sample Template 2: Formal Medical Work Excuse with Certification

Employee Name: [Your Full Name]

Employee ID: [Your Employee ID]

Department: [Your Department]

Position: [Your Position]

Date of Sick Leave: [Start Date] to [End Date]

Medical Provider Details:

Name: [Provider?s Name]

Facility: [Medical Facility Name]

License/Registration Number: [Number]

Contact: [Phone/Email]

Medical Certification:

This is to certify that [Employee Name] was examined and treated on [Date(s)] for [Medical Condition or Reason]. Due to health reasons, it was necessary for the employee to be absent from work during this period.

Return-to-Work Recommendation:

The employee is fit to resume work as of [Return Date]. Any restrictions or accommodations needed are listed below:

- [List any work restrictions or accommodations]

Signature of Healthcare Provider: _____

Date: [MM/DD/YYYY]

Employer's Acknowledgment:

Received by: _____

Date: _____

Best Practices When Using a Medical Work Excuse Template

- Be Honest and Accurate: Always provide truthful information; falsifying medical reasons can have legal consequences.
- Follow Organizational Policies: Check your company's procedures for sick leave documentation.
- Keep Copies: Retain a copy of the submitted excuse for your records.
- Notify Promptly: Submit the excuse as soon as possible after your medical appointment or onset of illness.
- Consult Your Healthcare Provider: Ensure the document is signed and stamped if required for official validation.

Conclusion

A medical work excuse template is a vital tool for employees navigating health-related absences. It streamlines communication with employers, ensures compliance with organizational policies, and provides a professional record of the medical leave. By understanding the essential components, following proper procedures, and utilizing well-designed templates, employees can manage their sick leaves effectively and maintain a positive professional relationship.

Remember, the key to a successful medical excuse is honesty, clarity, and professionalism. Whether you're drafting your own or using a pre-made template, ensuring all relevant information is included will facilitate a smooth process for both you and your employer.

Medical work excuse template: An Essential Tool for Employees and Employers Alike

In today's fast-paced professional environment, health concerns can unexpectedly impact an employee's ability to perform their duties. A medical work excuse template serves as a vital document that validates an employee's absence due to health reasons, ensuring a smooth communication channel between the employee, employer, and healthcare provider. This template not only streamlines the process of requesting time off but also maintains professionalism and compliance with organizational policies. Whether used for short-term illnesses, injuries, or chronic health conditions, a well-structured medical work excuse template is an indispensable resource in modern workplace management.

Understanding the Purpose of a Medical Work Excuse Template

A medical work excuse template is a pre-formatted document that healthcare providers use to certify an employee's need for leave due to medical reasons. It typically includes details about the employee's health condition, recommended duration of absence, and any restrictions or accommodations needed upon return.

Key Functions of the Template

- Validation of sick leave: Provides official proof that an employee's absence is health-related.
- Facilitation of administrative processes: Helps HR and managers process leave requests efficiently.
- Legal compliance: Ensures adherence to labor laws and health privacy regulations.
- Record keeping: Serves as a documented record for future reference or legal purposes.

Components of an Effective Medical Work Excuse Template

A comprehensive template should include essential information that covers all necessary aspects of the employee's health-related absence. Here are the critical components:

Basic Employee Information

- Full Name
- Employee ID or Department
- Contact Information

Medical Provider Details

- Healthcare provider's name and credentials
- Practice or clinic name
- Contact information and license number

Medical Certification

- Date of examination or consultation
- Diagnosis or reason for absence (generalized to protect privacy if necessary)
- Recommended period of leave (start and end dates)
- Any work restrictions or accommodations needed

Authorization and Signature

- Signature of the healthcare provider
- Date of issuance

Additional Notes

- Optional section for specific instructions or additional comments

Types of Medical Work Excuse Templates

Different scenarios may require variations of the template to suit specific needs:

Short-term Sick Leave Template

Designed for temporary illnesses or injuries, typically lasting a few days to a few weeks.

Chronic Condition or Extended Leave Template

Tailored for ongoing health issues that necessitate longer or intermittent absences.

Return-to-Work Certification

Confirms that the employee is fit to resume work, possibly with restrictions.

Reasonable Accommodation Requests

Supports employees who need workplace modifications due to health conditions.

Advantages of Using a Medical Work Excuse Template

Implementing a standardized template offers numerous benefits:

- **Consistency and professionalism:** Ensures all documentation follows a uniform format, reflecting organizational standards.
- **Time efficiency:** Streamlines the process for healthcare providers and HR personnel, reducing administrative burden.
- **Legal protection:** Provides documented evidence that can be referenced in disputes or compliance audits.
- **Privacy preservation:** Uses generalized language to protect employee confidentiality while providing necessary information.
- **Flexibility:** Can be customized to meet specific organizational policies or legal requirements.

Potential Challenges and Limitations

While a medical work excuse template is beneficial, there are some considerations to keep in mind:

- **Privacy concerns:** Over-disclosure of health information can infringe on employee privacy if not carefully managed.
- **Authenticity verification:** Employers may need to verify the legitimacy of the documentation, especially if inconsistencies arise.
- **Legal variability:** Different regions have varying laws regarding medical confidentiality and documentation requirements.
- **Over-reliance:** Excessive dependence on templates without personalized assessment may overlook individual circumstances.

Best Practices for Implementing Medical Work Excuse Templates

To maximize the effectiveness of medical documentation, organizations should consider the following:

Develop Clear Policies

- Define when and how employees should submit medical excuses.
- Specify acceptable formats and required information.

Create a Standardized Template

- Ensure the template complies with legal standards.
- Incorporate organization branding and contact details.

Train Healthcare Providers and HR Staff

- Educate on proper completion of the template.
- Emphasize the importance of accuracy and confidentiality.

Maintain Confidentiality and Data Security

- Store medical documents securely.
- Limit access to authorized personnel only.

Regularly Update Templates and Policies

- Keep templates aligned with current legal requirements.
- Incorporate feedback from users for improvements.

Sample Medical Work Excuse Template

Below is a simplified example of a medical work excuse template:

Medical Work Excuse Certificate

Employee Name: _____

Employee ID: _____

Department: _____

Healthcare Provider: _____

License Number: _____

Practice Name: _____

Contact Number: _____

Date of Examination: _____

Diagnosis/Reason for Absence: _____

(Brief description or generalized statement)

Recommended Leave Duration: From ___/___/___ to ___/___/___

Work Restrictions/Accommodations: _____

I certify that the above-named employee was examined and requires leave for health reasons as indicated.

Signature of Healthcare Provider: _____

Date: ___/___/___

Note: Always customize templates to align with your organization's policies and legal standards.

Conclusion

A medical work excuse template is a practical, efficient, and essential document that bridges the gap between healthcare providers, employees, and employers. When well-designed and correctly utilized, it promotes transparency, protects employee privacy, and ensures compliance with legal and organizational standards. While it is a powerful tool, organizations should remain vigilant about privacy concerns, legal variability, and the importance of personalized assessments. By adopting best practices and fostering a culture of clear communication, companies can effectively manage health-related absences, supporting employee well-being and organizational productivity.

Question What should be included in a medical work excuse template? A comprehensive medical work excuse template should include the employee's name, date of absence, the healthcare provider's details, the reason for absence, the expected duration, and the healthcare provider's signature or stamp. **Answer** How can I customize a medical work excuse template for my needs? You can customize the template by adding your company's logo, adjusting the fields to match your specific requirements, and ensuring it complies with local legal and health privacy regulations. Is there a standard format for a medical work excuse letter? While there is no universal standard, most medical work excuse letters include patient details, medical professional information, diagnosis or reason for absence, and duration of recommended leave, formatted clearly and professionally. Can I use a medical work excuse template for remote work absences? Yes, a medical work excuse

template can be adapted for remote work absences by specifying the nature of the illness and any adjustments needed for remote duties, if applicable. Are there online templates available for medical work excuses? Yes, numerous websites offer free and paid medical work excuse templates that can be downloaded and customized to suit your specific needs. What are some best practices when issuing a medical work excuse? Ensure the excuse is issued by a licensed healthcare professional, include accurate and detailed information, keep copies for records, and respect patient privacy and confidentiality. Can a medical work excuse template be used for multiple employees? While the template can be standardized for multiple employees, each excuse should be individually completed and signed by the healthcare provider to ensure authenticity and accuracy.

Related keywords: medical work excuse, sick leave note, doctor's note template, absence excuse letter, illness verification form, work absence letter, medical absence template, health-related work excuse, employee sick leave template, medical excuse letter

Doctor excuse form

Doctor excuse form: A Comprehensive Guide to Understanding Its Importance, Usage, and How to Obtain One

In today's fast-paced world, health concerns can unexpectedly interfere with daily responsibilities such as work, school, or other commitments. When illness or injury prevents someone from fulfilling their obligations, a doctor excuse form often becomes a necessary document to validate absences. This article provides an in-depth look into the doctor excuse form, its significance, how to acquire one, and best practices for using it effectively.

What Is a Doctor Excuse Form?

A doctor excuse form is an official document issued by a healthcare professional that verifies a patient's medical condition and confirms that they were unable to participate in specific activities during a designated period. It serves as proof for employers, schools, or other institutions that an individual's absence was medically justified.

Purpose of a Doctor Excuse Form

The primary purposes of a doctor excuse form include:

- Providing official validation of illness or injury

- Justifying absences from work, school, or other commitments
- Ensuring compliance with institutional policies regarding sick leave or absences
- Facilitating proper record-keeping for both the individual and the organization

Common Uses of a Doctor Excuse Form

- Absence due to illness or injury
- Medical procedures or treatments requiring time off
- Post-surgical recovery periods
- Mental health-related absences
- Follow-up appointments and ongoing health concerns

Components of a Typical Doctor Excuse Form

While the exact format may vary, most doctor excuse forms include the following essential elements:

Patient Information

- Full name
- Date of birth
- Contact information

Medical Provider Details

- Name of the healthcare professional or clinic
- License number or credentials
- Contact information

Medical Certification

- Date of examination or treatment
- Duration of absence recommended
- Details of the medical condition (optional, depending on privacy considerations)
- Signature of the healthcare provider
- Date of issuance

Additional Information

- Any special instructions or notes
- Organization-specific fields (if applicable)

Legal and Privacy Considerations

When requesting or issuing a doctor excuse form, it's essential to respect patient privacy and adhere to legal standards such as the Health Insurance Portability and Accountability Act (HIPAA) in the United States. Healthcare providers should only disclose necessary medical information and ensure that the form is properly secured.

How to Obtain a Doctor Excuse Form

Obtaining a doctor excuse form involves a few straightforward steps:

Step 1: Schedule a Medical Appointment

- Contact your healthcare provider to schedule an appointment for your health concern.
- Be prepared to discuss your symptoms or reasons for absence.

Step 2: Visit Your Healthcare Provider

- During the appointment, the provider will evaluate your condition.
- If deemed necessary, they will issue a doctor excuse form indicating the period of medical leave.

Step 3: Request the Form

- Ensure you explicitly request a doctor excuse form if it's not automatically provided.
- Confirm the details such as the dates and any specific instructions needed.

Step 4: Receive and Verify the Form

- Check that all the information is accurate.
- Keep a copy for your records.

Step 5: Submit the Form to Relevant Parties

- Provide the form to your employer or school as required.
- Follow any additional procedures specified by your organization.

Best Practices for Using a Doctor Excuse Form

To ensure the proper use of a doctor excuse form, consider the following tips:

- **Timeliness:** Submit the form promptly to avoid misunderstandings or penalties.
- **Accuracy:** Verify all the information before submission.
- **Confidentiality:** Handle the form securely to protect your privacy.
- **Limitations:** Understand that some organizations have policies about the validity period or specific requirements for medical documentation.
- **Follow-up:** Keep communication open with your employer or school regarding your recovery and any additional documentation needed.

Legal Validity and Limitations of a Doctor Excuse Form

It's important to recognize that a doctor excuse form has certain limitations:

- **Validity Period:** Most forms specify the recommended duration of absence, but organizations may have their own policies on acceptable documentation periods.
- **Authenticity:** Only a licensed healthcare provider can issue a valid excuse form. Fake or altered documents are illegal and can lead to disciplinary actions.
- **Privacy:** Medical details are sensitive; organizations should only request or accept the minimum necessary information.

Differences Between a Doctor Excuse Form and Other Medical Documentation

Understanding the distinctions can help in choosing the right documentation:

- **Medical Certificate:** A broad term that includes doctor excuse forms, often used interchangeably.
- **Fit Note:** Common in some countries, indicating whether a person is fit to work.
- **Medical Records:** Comprehensive documentation of a patient's medical history, not typically used for absence validation.

Conclusion

A doctor excuse form plays a vital role in verifying and legitimizing absences due to health reasons. Whether you are a patient needing to inform your employer or a healthcare professional providing necessary documentation, understanding the purpose, components, and proper procedures for obtaining and using this form is essential. Always prioritize accuracy, privacy, and timely submission to ensure your medical leave is acknowledged appropriately and compliantly.

By familiarizing yourself with the process and best practices, you can navigate the requirements smoothly, ensuring that your health concerns are properly documented and respected within your organization or educational institution.

Doctor Excuse Form: An In-Depth Guide to Its Purpose, Usage, and Best Practices

A doctor excuse form is an essential document used within educational, professional, and organizational settings to validate an individual's absence due to health-related reasons. As a formal record, it provides credibility and transparency, ensuring that absences are justified and documented appropriately. This detailed guide explores every facet of the doctor excuse form—from its purpose and structure to best practices for issuance and management.

Understanding the Purpose of a Doctor Excuse Form

What Is a Doctor Excuse Form?

A doctor excuse form is a standardized document issued by a licensed healthcare professional that verifies an individual's inability to attend work, school, or other commitments due to medical issues. It serves as official proof that the individual sought medical attention and was advised to rest or refrain from activities for a specified period.

Key Objectives of a Doctor Excuse Form

- Verification of Absence: Confirms that the absence was medically justified.
- Record Keeping: Assists organizations in maintaining accurate attendance records.
- Legal and Administrative Compliance: Ensures adherence to policies regarding sick leave and documentation.
- Protection for the Individual: Shields individuals from potential disciplinary actions due to unexplained absences.
- Facilitation of Leave Processing: Streamlines the approval and processing of sick leave requests.

When Is a Doctor Excuse Form Typically Required?

A doctor excuse form becomes necessary under various circumstances, including:

- Extended Absences: Usually beyond 1-3 days, depending on organizational policy.
- Highly Sensitive or Critical Positions: Where attendance impacts safety or productivity.
- Educational Settings: To excuse students from school or exams.
- Legal or Insurance Purposes: When proof of illness is needed for claims or legal matters.
- Recurring Absences: To justify repetitive health issues.

Components of a Standard Doctor Excuse Form

Creating an effective doctor excuse form requires including specific, comprehensive details to ensure validity and clarity. Typically, a well-designed form contains the following sections:

1. Patient Information

- Full name
- Date of birth
- Contact information (address, phone number)
- Patient ID or medical record number (if applicable)

2. Healthcare Provider Details

- Name of the healthcare professional
- Medical license number or credentials
- Practice or hospital name
- Contact information
- Signature (digital or handwritten)
- Official stamp or seal (where applicable)

3. Date(s) of Medical Consultation

- Date or dates when the patient was examined or treated
- Duration of illness or recommended rest period

4. Medical Condition or Reason for Absence

- Brief description of the illness or injury
- General statement (e.g., "medical condition requiring rest")
- Confidentiality considerations (if necessary)

5. Recommended Leave or Absence Duration

- Specific start and end date(s) of recommended absence
- Any restrictions or accommodations needed

6. Certification and Authorization

- Statement certifying that the individual was examined/treated
- Healthcare provider's signature
- Date of issuance
- Clinic or hospital stamp/seal

7. Additional Notes (Optional)

- Recommendations for follow-up
- Special instructions or precautions

Types of Doctor Excuse Forms

Different contexts may require variations of the doctor excuse form:

1. Standard Sick Leave Certificate

- Used for general employment or school absence due to illness.
- Usually issued for short-term or long-term health issues.

2. Extended Medical Leave Certification

- For prolonged health conditions requiring significant time off.
- Often accompanied by detailed medical reports.

3. Return-to-Work/School Clearance

- Confirms that the individual is fit to resume activities.
- May specify any restrictions or accommodations.

4. Specialized Medical Excuse Forms

- For specific conditions like mental health issues, pregnancy, or surgeries.
- May include additional documentation requirements.

Legal and Policy Considerations

Validity and Acceptance

- Must be issued by a licensed healthcare provider.
- Should be clear, legible, and contain all required details.
- Some organizations may have specific templates or forms.

Privacy and Confidentiality

- Medical information should be shared responsibly.
- Only relevant details should be disclosed.
- Organizations must comply with privacy laws (e.g., HIPAA in the U.S.).

Organizational Policies

- Employers and educational institutions often have specific guidelines for accepting doctor excuse forms.
- Some may require original signatures or official stamps.
- Policies on the validity period of the form vary.

Best Practices for Issuing a Doctor Excuse Form

For Healthcare Providers

- Verify the patient's identity before issuing the form.
- Clearly state the medical condition and recommended leave duration.
- Use official templates or forms where possible.

- Ensure legibility and completeness.
- Keep copies for medical records.
- Respect patient confidentiality at all times.

For Patients and Recipients

- Request the form promptly after consultation.
- Ensure all personal and medical details are accurate.
- Submit the form according to organizational procedures.
- Keep copies for personal records.

Digital vs. Paper Doctor Excuse Forms

With technological advances, doctor excuse forms can be issued in digital formats, offering several benefits:

- Ease of Access: Can be emailed or uploaded securely.
- Faster Processing: Reduces delays associated with physical forms.
- Environmental Benefits: Less paper consumption.
- Security: Digital signatures and encrypted files ensure authenticity.

However, organizations may still prefer physical forms for official purposes, especially when legal notarization or physical stamps are required.

Common Issues and How to Avoid Them

- Incomplete Information: Always double-check that all sections are filled out.
- Illegible Handwriting: Use typed forms or clear handwriting to prevent misinterpretation.
- Lack of Signature or Seal: Ensure the healthcare provider signs and stamps the form.
- Expired or Outdated Forms: Use recent forms to maintain validity.
- Medical Privacy Violations: Share only necessary information and obtain patient consent.

Legal Implications and Ethical Considerations

Issuing a false or fraudulent doctor excuse form can lead to legal consequences, including disciplinary actions or criminal charges. Healthcare providers must adhere to ethical standards, ensuring honesty and integrity in documentation. Patients should also be truthful about their health conditions when requesting such forms.

Conclusion

The doctor excuse form is a vital document that bridges the gap between healthcare and organizational policy, ensuring that absences due to health issues are properly justified and documented. Its proper use safeguards individuals' rights, maintains organizational efficiency, and upholds legal standards. Whether issued in physical or digital formats, the form's accuracy, completeness, and authenticity are paramount.

By understanding its components, appropriate usage scenarios, and best practices, both healthcare providers and recipients can ensure that the process remains smooth, compliant, and respectful of privacy. As workplaces and educational institutions continue to evolve, so too will the methods and standards for issuing and managing doctor excuse forms, emphasizing the importance of clarity, legality, and confidentiality.

In summary, a well-structured and properly issued doctor excuse form is not just a bureaucratic necessity but a crucial tool for ensuring fair treatment, legal compliance, and effective communication regarding health-related absences. Embracing best practices and technological advances will further enhance its role in supporting individuals and organizations alike.

Question What information is typically required on a doctor excuse form? A doctor excuse form generally includes the patient's name, date of visit, medical diagnosis or reason for absence, duration of leave, and the doctor's signature or stamp to verify authenticity. **Answer** Can I get a doctor excuse form online, and is it legally valid? Yes, many healthcare providers offer digital doctor excuse forms. As long as the form is issued by a licensed medical professional and contains all necessary details and signatures, it is generally considered legally valid for school or work absences. How long does it typically take to receive a doctor excuse form after an appointment? Most medical providers can issue a doctor excuse form immediately after the consultation, either in paper or digital format. In some cases, it may take a day or two if additional processing or documentation is required. Are there any legal or ethical considerations when requesting a doctor excuse form? Yes, it's important to provide truthful information and not to falsify or exaggerate medical conditions. Misusing or forging a doctor excuse can have legal consequences and ethical implications, including disciplinary action from your employer or school. Can a doctor excuse form be used for both school and work absences? Yes, a doctor excuse form is generally accepted by both schools and employers as proof of medical absence, provided it contains accurate information and is properly signed or stamped by a licensed healthcare professional.

Related keywords: medical note, absence excuse, sick leave form, doctor certification, absence documentation, medical clearance, health excuse, illness verification, doctor's note template, leave of absence form

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