

## Notice

Memo No: 473.....

Dated: 08/10/2024.....

I am directed to remind and inform all staff members regarding the important procedure for submitting leave requests. Please be aware that it is mandatory for all leave requests to be approved a minimum of two days in advance of the date you wish to take off. This policy is in place to ensure that we can effectively manage workloads and maintain adequate staffing levels during your absence.

In cases where an emergency arises, we understand that situations may occur unexpectedly. However, it is essential that any emergency leave application submitted is backed by appropriate documentation or evidence. This will help us verify the urgency of your request and will aid in ensuring that your application is not canceled or denied.

We appreciate your understanding and cooperation in adhering to these guidelines, as they help our team function smoothly and support each other in our professional responsibilities.

Thank you for your cooperation.

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8/10/24  
Principal

GC Naraingarh