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web jul 31 2023 begin your letter by explicitly stating that you are requesting sick leave mention the specific dates you need to be absent from work provide a valid reason briefly explain the reason for your sick leave you don t need to go into great detail but mention the illness or health condition that necessitates your absence be honest and transparent

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web acknowledge and agree that any sick leave advanced to me is considered a debt and that beginning with the first pay period after the advancement is approved i am required to repay the city of bothell by applying my future sick leave accruals each pay period

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web feb 3 2023 1 review your organization s leave policies before writing your leave application letter check your employee handbook or consult with human resources to determine what information they need to approve your request for example they may require fmla paperwork or a doctor s note for official medical leave