|  |  |
| --- | --- |
| ...........................................................................(first and last name) | Lublin, on .............................. |
| ..........................................................................(residence address) |  |
| ..........................................................................(job position, organisational unit) |  |
|  | **His/Her Magnificence Rector, MS/MR\*****.........................................................................****Rector/Deputy Rector RECTOR/DEPUTY RECTOR/CHANCELLOR\*****of the Maria Curie-Skłodowska Universityin Lublin** |

**Request for Unpaid Leave**

Pursuant to Article 174 § 1 of the Labour Code, I kindly request to be granted unpaid leave in the period from ..................................... to ..................................... in the total amount of .............................. days/months\*. This leave is necessary for me due to ......................................

...........................................................................................................................................................

...........................................................................................................................................................

...........................................................................................................................................................

…………………………………..

 *(Employee's signature)*

…………………………………….............

 (stamp and signature of the Head of Division/Department)

……………………………………………………….

 (stamp and signature of the Director/Dean)

**CERTIFICATE FROM THE HUMAN RESOURCES BUREAU**

concerning the employment of the employee/remarks/...............

………………………………………………………………….…………………………………………………………..……………….........................................................................................

(date and signature of the HR Department employee)

**DECISION OF THE RECTOR/DEPUTY RECTOR/CHANCELLOR\***

**…………………………………………………………**

\* delete as appropriate