

work excuse letter from doctor office Latest Edition

Work excuse letter from doctor office is an essential document that employees often need to submit to their employers when they are unable to attend work due to health issues. Whether it's for a short-term illness, injury, or a medical procedure, a properly written work excuse letter from a doctor's office helps ensure that your absence is officially documented and understood by your employer. This article will guide you through the importance of a work excuse letter from a doctor's office, the elements it should contain, how to request one, and tips for ensuring it meets professional standards for SEO and clarity.

Understanding the Importance of a Work Excuse Letter from Doctor Office

Why Employers Require a Medical Work Excuse

Employers often request a work excuse letter from a doctor's office to verify the legitimacy of an employee's absence. This documentation helps:

- Maintain accurate attendance records
- Ensure compliance with company policies and labor laws
- Prevent potential misuse of sick leave
- Support the employee in maintaining job security during health issues

Legal and Policy Considerations

Many organizations have policies that specify when and how employees should submit medical documentation. Additionally, legal considerations regarding privacy and confidentiality mean that a work excuse letter must be appropriately handled and only contain necessary information.

Key Elements of a Work Excuse Letter from a Doctor's Office

Essential Information to Include

A comprehensive work excuse letter from a doctor's office should contain the following elements:

- **Patient's full name and contact information**
- **Date of the medical consultation or visit**
- **Doctor's full name, title, and license number**
- **Medical diagnosis or reason for absence (if appropriate and with patient consent)**
- **Recommended duration of absence or specific dates**
- **Statement confirming the employee's inability to work**
- **Doctor's signature and date**
- **Medical facility's contact information**

Additional Tips for a Professional Work Excuse Letter

- Keep the language formal and clear.
- Avoid including overly detailed medical information unless explicitly authorized.
- Ensure the letter is printed on official letterhead from the medical office.
- Include contact information for follow-up if necessary.

How to Request a Work Excuse Letter from a Doctor's Office

Steps for Employees

To obtain a work excuse letter from your doctor's office, follow these steps:

- **Schedule an appointment with your healthcare provider** if you are feeling ill or have experienced an injury.
- **Communicate your need for a work excuse letter** during your visit or ahead of time.
- **Provide any necessary information or forms** required by your employer, such as specific details about your absence or a sick leave request form.
- **Request the official work excuse letter** before leaving the office, ensuring it contains all essential details.
- **Review the document** to confirm accuracy and completeness.
- **Submit the letter to your employer** following their preferred method (email, uploaded portal, or physical copy).

Tips for a Smooth Process

- Schedule appointments early to avoid delays.
- Clarify with your doctor if the letter will include sensitive medical information.
- Keep a copy of the letter for your records.

- Follow your employer's specific submission guidelines and deadlines.

Best Practices for Using a Work Excuse Letter from a Doctor's Office

Ensuring the Letter Meets Employer Requirements

Different companies may have specific requirements for medical documentation. To ensure compliance:

- Check your employer's sick leave policy for documentation standards.
- Use an official letterhead from the medical office.
- Include all requested details, such as dates and medical recommendations.
- Ensure the letter is signed and dated by the healthcare provider.

Maintaining Privacy and Confidentiality

While providing necessary information, protect your medical privacy:

- Limit medical details to what is necessary for work purposes.
- If unsure, ask your doctor to specify what information can be shared.
- Store copies of your medical documentation securely.

Follow-up and Additional Documentation

Sometimes, employers may request additional proof or follow-up:

- Be prepared to provide additional documentation if needed.
- Communicate promptly with your HR department regarding your health status.
- Keep track of all correspondence and submitted documents for future reference.

SEO Tips for Writing a Work Excuse Letter from Doctor Office Article

Keywords to Incorporate

To optimize your article for search engines, include relevant keywords naturally throughout the content:

- Work excuse letter from doctor office
- Medical excuse letter
- Doctor's note for work
- Sick leave documentation
- Work absence verification
- Medical certification for absence

Meta Descriptions and Titles

Create compelling meta descriptions that include primary keywords:

- Example: "Learn how to obtain a work excuse letter from your doctor's office, including essential elements, request tips, and best practices for a smooth process."

Content Structure and Readability

- Use clear headings and subheadings with relevant keywords.
- Incorporate lists and bullet points for easy scanning.
- Keep paragraphs concise and focused.
- Use internal links to related topics like sick leave policies or healthcare documentation.

Conclusion

A **work excuse letter from doctor office** is a vital document that supports employees during times of illness or injury. By understanding what information it should contain, how to request it, and best practices for submission, employees can ensure their absences are properly documented and respected. Employers benefit from clear, professional medical documentation that helps maintain workplace compliance and fairness. For healthcare providers, offering accurate, official work excuse letters fosters trust and professional integrity. Whether you're an employee needing a sick note or a healthcare provider preparing one, adhering to these guidelines ensures that the process is efficient, respectful, and aligned with best practices.

By following this comprehensive guide, you can confidently navigate the process of obtaining and using a work excuse letter from a doctor's office, ensuring your health needs are appropriately communicated and documented for your employer.

Work excuse letter from doctor office: A comprehensive guide to understanding, requesting, and using medical notes for work

In today's fast-paced professional environment, health-related absences are sometimes unavoidable. Whether due to illness, injury, or medical procedures, employees often need to provide a formal document to justify their absence. Among the most common types of documentation is the work excuse letter from doctor office. This official note serves as a verification of an employee's health condition and provides legitimacy for their absence from work. Understanding the purpose, process, and proper use of a medical excuse letter is vital both for employees seeking necessary health accommodations and for employers aiming to maintain fair workplace policies.

What is a Work Excuse Letter from a Doctor's Office?

A work excuse letter from doctor office, also known as a medical note or doctor's note, is an official document issued by a licensed healthcare provider. It confirms that an individual was under medical care and was unable to perform their regular job duties for a specified period. This document typically includes details such as the patient's name, the physician's credentials, the date of examination, the medical condition or reason for absence, and the recommended period of leave.

Purpose of a medical excuse letter:

- To formally notify employers of an employee's health-related absence.
- To comply with company policies or legal requirements regarding sick leave.
- To prevent potential disciplinary actions stemming from unexplained absences.
- To facilitate access to sick pay, disability benefits, or workplace accommodations.

The Importance of a Medical Excuse Letter in the Workplace

Having a valid work excuse letter from a doctor's office offers multiple benefits for both employees and employers.

For Employees:

- Ensures their absence is recognized as legitimate, preventing issues related to unauthorized leave.
- Facilitates access to paid sick leave or disability benefits.
- Provides a clear record of health issues, which can be important for future medical or insurance claims.
- Protects job security during extended or frequent absences due to health reasons.

For Employers:

- Helps maintain accurate attendance records.
- Ensures compliance with legal and contractual obligations.
- Assists in managing workforce productivity by planning for coverage during employee absences.
- Demonstrates fairness in handling employee health matters.

When and Why to Request a Work Excuse Letter

Employees should consider requesting a medical excuse letter under the following circumstances:

- **Illness or Injury:** When suffering from contagious or serious health conditions requiring time off.
- **Medical Procedures:** For recovery periods following surgeries or treatments.
- **Mental Health Issues:** When mental health concerns significantly impair work performance.
- **Extended Absences:** For prolonged illnesses needing documentation for leave approval or insurance claims.
- **Workplace Accommodation Requests:** To justify modifications or accommodations based on health needs.

Employers may also request a medical note if an employee's absence exceeds a certain duration or if company policy explicitly requires proof of illness.

How to Obtain a Work Excuse Letter from a Doctor's Office

Securing a legitimate medical excuse letter involves a straightforward process, but some best practices ensure the document's validity and appropriateness.

Step-by-step process:

- **Schedule an Appointment with a Healthcare Provider:**
 - Visit your primary care physician, urgent care clinic, or specialist depending on your health issue.
 - Be prepared to discuss your symptoms, medical history, and work-related concerns.
- **Undergo Medical Evaluation:**
 - The healthcare provider will assess your condition through examination, tests, or interviews.

- Based on their professional judgment, they will determine if you need time off work.
- Request a Medical Excuse Letter:
 - Clearly communicate your need for a formal note to justify your absence.
 - Ensure that the letter includes necessary details such as:
 - Your full name and contact information
 - The doctor's full name, credentials, and contact details
 - Date of examination and treatment
 - The diagnosis or reason for absence (general or specific, depending on privacy)
 - Recommended period of leave or restrictions
 - Signature and official stamp or letterhead of the medical practice
- Review and Keep Copies:
 - Verify the accuracy of the information provided.
 - Obtain both physical and, if possible, electronic copies for your records.

Note: Some clinics or doctors may charge a fee for issuing official documentation, especially for prolonged or specialized leave.

Legal and Ethical Considerations

While medical excuse letters are standard in many workplaces, they are subject to legal and ethical standards:

- Privacy and Confidentiality: Healthcare providers must respect patient confidentiality. The medical note should include only necessary information, often limited to the diagnosis or the fact that the employee was under medical care without revealing sensitive details.
- Honesty and Accuracy: Employees are expected to provide truthful information. Falsifying or tampering with medical documents can lead to disciplinary actions or legal issues.
- Employer's Rights: Employers have the right to verify the authenticity of the medical excuse if suspicion arises but must do so within legal boundaries and respecting employee privacy rights.

Best Practices for Employees Using a Work Excuse Letter

To ensure smooth handling of medical documentation, employees should adhere to the following:

- **Notify Employers Promptly:** Inform your supervisor or HR department as soon as possible about your absence and provide the medical note within the timeframe specified by company policy.
- **Follow Company Procedures:** Submit the work excuse letter through designated channels, whether digitally or physically, and retain copies for personal records.
- **Limit Disclosure:** Share only the necessary information, avoiding overly detailed medical disclosures unless required.
- **Plan for Extended Absences:** For long-term health issues, discuss with HR about possible accommodations or flexible arrangements.
- **Update as Needed:** If your condition changes, obtain updated documentation to reflect new recommendations or durations.

Limitations and Common Misconceptions

Despite their importance, there are some misconceptions and limitations related to work excuse letters:

- **Not Always Required for Short Absences:** Many companies do not require a medical note for one or two days of absence, though this varies.
- **Faking or Forging Medical Documents Is Illegal:** Providing false medical notes can lead to termination, legal penalties, or insurance issues.
- **Medical Notes Do Not Guarantee Job Protection:** While they justify absence, they do not automatically guarantee job security if the absence violates policies or is part of misconduct.

Conclusion

A work excuse letter from doctor office is a vital document that bridges the gap between health needs and workplace policies. It provides legitimacy to an employee's absence due to medical reasons and ensures that both parties are protected and informed. Whether you are dealing with a minor illness or a significant health issue, understanding how to obtain, use, and respect the significance of medical excuse letters fosters a healthier, more transparent work environment.

Employers and employees alike benefit from clear communication and adherence to legal and ethical standards regarding medical documentation. As workplace health continues to be a priority, being well-informed about medical excuse procedures enhances trust, compliance, and overall well-being in the professional setting.

Disclaimer: This article is intended for informational purposes and does not substitute professional

medical or legal advice. Always consult a qualified healthcare provider or legal expert regarding specific circumstances related to medical documentation and employment rights.

Question What should be included in a work excuse letter from a doctor's office? A work excuse letter should include the patient's full name, the date of examination, the reason for absence, the duration of leave recommended, and the doctor's signature and contact information. **Answer** How can I request a work excuse letter from my doctor? You can request a work excuse letter by scheduling an appointment with your healthcare provider and informing them of your need for a formal note to justify your absence. Is a work excuse letter from a doctor valid for remote or in-office work? Yes, a doctor's excuse letter is valid for both remote and in-office work as it formally verifies your medical condition and need for time off. Can I get a work excuse letter for mental health issues from my doctor? Yes, many healthcare providers can provide a work excuse letter for mental health conditions if they determine it is necessary for your well-being and recovery. How long does it take to get a work excuse letter from the doctor's office? Typically, you can receive a work excuse letter during or shortly after your appointment, but it may vary depending on the provider's policies and appointment scheduling. Are there any legal requirements for a work excuse letter from a doctor's office? Legal requirements vary by location, but generally, the letter should be on official letterhead, include specific details about your condition and absence, and be signed by a licensed healthcare professional. Can I use a digital or emailed work excuse letter from my doctor's office? Yes, many employers accept digital or emailed doctor's notes, but it's best to confirm with your HR department if they have specific submission requirements. What should I do if my employer doesn't accept my work excuse letter? If your employer doesn't accept your doctor's note, ask for clarification on their requirements, and consider obtaining a more detailed or stamped official document from your healthcare provider if needed.

Related keywords: medical excuse letter, doctor's note, work absence letter, medical certification, sick leave letter, doctor appointment note, medical certificate for work, employee sick leave, health excuse letter, doctor's official note

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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