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| **Unpaid Leave and Reinstatement Form** |
| **Request Date\*：** |
| **Name\*** |  | **Department\*** |  |
| **Unpaid Leave Period\*** | **To** |
| **Unpaid Leave Reason\*** |  |
| **Reinstatement Date\*** |  |
| **Date of Early Reinstatement**  |  |
| **Reason of Early****Reinstatement** |  |
| **Remarks** |  |