**Request for unpaid leave**

Hereby I would like to ask for an unpaid leave according to paragraph 3.18 of the Collective Agreement of the JU. I will take the unpaid leave between ………………… and …………………… .. ie… .. working days.

In Vodňany, on (date)

 ………………………………………………

 employee

I agree with the request:

*\*within 14 days*

*date…………..*

…………………………………………….

 Supervisor / Head

*\*over 14 days*

*date…………..*

…………………………………………….

 Dean of the Faculty

*\* Pay attention to the time of an unpaid leave: within 14 days of duration, the form is signed by the direct supervisor / head, if the time of duration is longer than 14 days, the application must be signed by the Dean of the Faculty.*