



**NATIONAL CENTER FOR MENTAL HEALTH
HUMAN RESOURCE MANAGEMENT OFFICE
REQUEST FOR CANCELLATION/ RE-SCHEDULING OF APPROVED
LEAVE/CTO**

HRMO
Cancellation/
Re-scheduling
Approved Leave
Rev. 0
15 Oct 2022

CANCELLATION

RE-SCHEDULE

Date	Type of Leave/CTO	Date	
Approved Leave/ CTO		Cancellation	Re-schedule

Reason:

Employee Signature over Printed Name

Immediate Supervisor

Chief of Section

Chief of Service



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