Table below to be completed and sent within email showing chain of approval

|  |  |  |  |
| --- | --- | --- | --- |
| **Trainee Forename** |  | **Surname** |  |
| **Cohort** |  |
| **Date of Leave Requested** | **Time of absence** | **Number of Hours Requested** | **Activity missed (placement, learning, study)** |
| *(please use a line per day requested - add additional rows as required)* |  |  |  |
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