

# Office Leave Application for Child's Sickness

## 1. Office Leave Application for Attending Child's Therapy Sessions

To,  
The Manager,  
[Company Name],  
[Company Address],

Subject: Office Leave Application for Attending Child's Therapy Sessions

Respected Sir/Madam,

I am writing this application to seek your kind permission for granting me leave from work on [specific days, e.g., every Tuesday and Thursday], starting from [start date] to [end date], as I need to attend my child's therapy sessions during this time.

My child has been diagnosed with [specific condition or disorder] and it is essential for him/her to attend these therapy sessions for proper treatment and betterment. These sessions are scheduled [specific time, e.g., from 4:00 PM to 5:30 PM] and will take place at [therapy center's name and location]. It is crucial for me to be present with my child during these sessions to lend emotional support and to learn more about the progress and necessary adjustments in the treatment plan.

I have spoken with my team members and have assured that my absence will not hinder the ongoing projects. I will ensure that all my responsibilities are taken care of and my work is up-to-date before attending the sessions.

I kindly request you to consider my situation and grant me leave for the specified days. Your understanding and support in this matter will be highly appreciated.

Thank you.

Sincerely,

[Your Name],  
[Your Designation],  
[Department Name],  
[Employee ID]

## **2. Application for Emergency Office Leave due to Child's Hospitalization**

To,  
The Manager,  
[Company Name],  
[Company Address]

Subject: Application for Emergency Office Leave due to Child's Hospitalization

Respected Sir/Madam,

I am writing this application to inform you that my child has been hospitalized due to a sudden illness. I received a call from the school authorities today, informing me of my child's deteriorating health and their subsequent admission into [Hospital Name], located at [Hospital Address]. Due to the seriousness of the situation, I need to be by my child's side in this time of crisis.

In light of these unforeseen circumstances, I kindly request you to grant me emergency leave starting from today, [Date], for [Number of Days] days. I assure you that I will hand over my current tasks and responsibilities to my colleagues and will be available over the phone and email for any urgent work-related matters.

I will keep you informed about my child's condition and will notify you in case I need to extend my leave. I hope you understand my situation and grant me the required leave.

I am looking forward to your kind consideration and approval of my leave application.

Yours sincerely,

[Your Name]

[Your Designation]  
[Employee ID]  
[Your Contact Number]  
[Your Email Address]

### **3. Office Leave Application to Assist Child's Recovery from Surgery**

To,  
The Manager,  
[Company Name],  
[Company Address],

Subject: Office Leave Application to Assist Child's Recovery from Surgery

Respected Sir/Madam,

I am writing to inform you that my child is scheduled to undergo a surgery on [date] at [hospital name]. As a parent, it is my responsibility to be by my child's side during this crucial time and provide the necessary care and support for a smooth recovery.

In light of this, I kindly request you to grant me leave from [start date] to [end date], which amounts to [number of days] in total. I assure you that I have delegated my tasks to my colleagues and have made necessary arrangements to ensure a smooth workflow during my absence.

I sincerely hope you understand the seriousness of the situation and kindly approve my leave application. I am willing to provide any medical documents or further information if required. I would be grateful for your prompt response so that I can make the necessary preparations accordingly.

Thank you for your understanding and support.

Yours sincerely,

[Your Name],  
[Designation],  
[Employee ID].

## 4. Application for Office Leave to Care for Child with Chronic Illness

To,  
The Manager,  
[Company Name],  
[Company Address],

Subject: Application for Office Leave to Care for Child with Chronic Illness

Respected Sir/Madam,

I hope this letter finds you in good health. I am writing to request leave from [start date] to [end date] to care for my child who is suffering from a chronic illness. As a responsible parent, my presence and care are essential for my child's well-being and recovery during this difficult time.

I understand the importance of my work responsibilities and assure you that I have made arrangements for the smooth handover of my current tasks to a colleague. I will also be available on the phone and email, should there be any urgent matter that requires my attention.

Kindly grant me leave for [number of days] to tend to my child's needs and provide the necessary support for their treatment. I have enclosed the medical certificate from our doctor, confirming the diagnosis and the need for my presence during this period.

I sincerely request your understanding and approval of my leave application. I look forward to rejoining work on [date of return] and resuming my duties with renewed energy and focus.

Thank you for your attention to this matter.

Yours sincerely,

[Your Name],  
[Your Designation],  
[Employee ID],

[Contact Details]

## **5. Office Leave Application for Supporting Child through Mental Health Crisis**

To,  
The Manager,  
[Company Name],  
[Office Address],  
[City], [Postal Code]

Subject: Office Leave Application for Supporting Child through Mental Health Crisis

Respected Sir/Madam,

I am writing this application to kindly request a leave of absence from [starting date] to [ending date], for a total of [number of days] days, as my child is currently going through a mental health crisis and needs my utmost care and attention during this difficult period.

My child has been diagnosed with [specific mental health issue, if comfortable sharing] and is under the treatment of a mental health professional. However, it is crucial for me to be present and provide support during this time as it impacts not only their well-being but also their academic performance and overall development.

I understand the workload and responsibilities of my position, and I assure you that I have delegated my tasks to my teammates and have informed them in advance about my situation. I will also be available for any urgent work-related communication during my leave, if necessary.

I kindly request you to consider my leave application and grant me the time needed to take care of my child during this critical phase. If required, I can provide medical documents to support my request.

Thanking you in advance for your understanding and support.

Yours sincerely,

[Your Full Name]  
[Designation],  
[Department],  
[Employee ID]