

# Teacher Sick Leave Application to Principal

## 1. Teacher Medical Emergency Application to Principal

To,  
The Principal,  
[Name of School],  
[Address],  
[City]

Subject: Medical Emergency Leave Application

Respected Sir/Madam,

I, [Your Name], working as a [Subject] teacher at [Name of School], am writing this application to inform you about my medical emergency that requires immediate attention.

Unfortunately, I have been experiencing [mention the medical issue, e.g., severe abdominal pain] since [mention date or period], and it has become unbearable for me to continue my duties as a teacher without seeking proper medical treatment. As per my doctor's recommendation, I need to undergo a few tests and possibly a minor surgery to address the issue, which may require me to be hospitalized for a few days.

In light of the above, I kindly request you to grant me a medical leave for [number of days] days, starting from [starting date of leave] to [ending date of leave]. I understand the importance of my responsibilities as a teacher and have made arrangements with my colleague, [Colleague's Name], to cover my classes and ensure that the students do not face any academic disruption during my absence.

I assure you that I will take all necessary measures to return to my duties as soon as possible and will keep you updated on my medical progress.

Thank you for your understanding and support in this matter, and I hope for a positive response from your end.

Sincerely,

[Your Name]  
[Subject] Teacher  
[Name of School]  
[Contact Details]

## **2. Application for Teacher's Unforeseen Family Crisis Leave to Principal**

To,  
The Principal,  
[School Name],  
[School Address],  
[City],  
[Date]

Subject: Application for Teacher's Unforeseen Family Crisis Leave

Respected Sir/Madam,

I, [Your Name], am writing this application to request your kind consideration for granting me leave due to an unforeseen and grave family crisis. I am a [Subject] teacher at your esteemed institution, and I have been diligently serving the school for the past [Years of Service] years.

Unfortunately, I received distressing news about a severe medical emergency in my family that requires my immediate presence for support and assistance. In light of these unforeseen circumstances, I humbly request you to grant me leave for [Number of Days] days, starting from [Start Date] to [End Date].

I understand the inconvenience this may cause to the school, and I assure you that I have made arrangements for a substitute teacher to cover my classes during my absence. I will also ensure that all pending work and assignments are completed promptly upon my return.

I sincerely request your kind understanding and approval of my leave application. I shall be extremely grateful for your cooperation in this difficult time.

Thanking you,

Yours sincerely,

[Your Name],  
[Subject] Teacher,  
[School Name],  
[Contact Information]

### **3. Teacher's Mental Health Break Application to Principal**

To,  
The Principal,  
[School Name],  
[School Address],  
[City],  
[Date]

Subject: Application for Teacher's Mental Health Break

Respected Sir/Madam,

I am writing this application to seek your permission for a mental health break, as I have been experiencing mental fatigue and stress due to the prolonged work hours and personal issues. I believe that taking a short break will help me recover and come back to work with a refreshed mind, ultimately allowing me to perform my duties more effectively.

I have been dedicatedly working as a [Subject] teacher at our esteemed institution for the past [Number of Years], and I take immense pride in my commitment towards the betterment of our students. However, the ongoing pandemic has led to increased work pressure, including online classes, assessments, and student counseling, which has taken a toll on my mental health.

Hence, I request you to kindly grant me a mental health break for [Number of Days] from [Start Date] to [End Date]. During my absence, I have made arrangements with [Alternate Teacher's Name] to cover my classes and ensure that the students' academic progress is not hindered.

I assure you that I will resume my responsibilities with complete dedication and vigor post this break. I am confident that this time away will allow me to regain my mental strength and contribute more effectively to our school's growth.

I look forward to your understanding and positive response to my request.

Thanking you in advance.

Yours sincerely,

[Your Name],  
[Your Designation],  
[School Name]

#### **4. Application for Teacher's Surgery and Recovery Leave to Principal**

To,  
The Principal,  
[School Name],  
[School Address],  
[City]

Subject: Application for Teacher's Surgery and Recovery Leave

Respected Sir/Madam,

I, [Your Name], am working as a [Subject] teacher in your esteemed institution. I am writing this application to kindly request leave from [Start Date] to [End Date], as I have to undergo a surgery on [Date of Surgery] as per the advice of my doctor.

I have been advised by my doctor to take complete rest during the recovery period, which is expected to last for [Number of Days] days. I assure you that I have made necessary arrangements to hand over my responsibilities to [Alternate Teacher's Name], who would be managing my classes during my absence.

I humbly request you to kindly grant me leave for the aforementioned period, so that I can undergo the surgery and recover under proper medical care. I understand the importance of my duties as a teacher, and I assure you that I will resume my responsibilities as soon as I am physically able to.

I have attached the medical documents and doctor's recommendation letter for your kind perusal. Kindly consider my application and grant me the necessary leave.

Thanking you in advance for your understanding and support.

Yours sincerely,

[Your Name]  
[Your Designation]  
[School Name]  
[Date]

## **5. Teacher's Maternity or Paternity Leave Application to Principal**

To,  
The Principal,  
[School Name],  
[School Address],  
[City], [State],  
[Date]

Subject: Maternity/Paternity Leave Application

Respected Sir/Madam,

I am writing to formally request maternity/paternity leave as my spouse and I are expecting the birth of our child on [Expected Delivery Date]. As per the Maternity Benefit Act of 1961, I am entitled to avail [duration of leave as per the act] weeks of paid leave. Therefore, I request you to kindly grant me leave starting from [Leave Start Date] to [Leave End Date].

During my absence, I will ensure that all my responsibilities are duly handed over to a substitute teacher, and the academic progress of my students remains unhampered. I will also make myself available for any assistance or questions that may arise during my leave.

I have attached the necessary medical documents for your reference. Kindly acknowledge my request and confirm the approval of my maternity/paternity leave at the earliest.

Thank you for your understanding and support during this crucial time for my family.

Yours sincerely,

[Your Name]

[Your Designation]

[Employee ID or Contact Details]