



# MEMO

*From the office of the...*

## Kinesiology

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TO: SRA  
FROM: Aisha Baig  
SUBJECT: Leave of Absence  
DATE: January 10, 2022

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### Leave of Absence (LOA) Formal Request Form

Name: Aisha Baig  
Job Title: Kinesiology SRA Caucus Leader  
Supervisor: n/a

**Who will take over your responsibilities when you are on your LOA and what is their contact information?**

Rivka Ohayon, she is the other caucus leader

Email: Ohayonr@mcmaster.ca

**What are the major events/projects that you have planned for that are happening during your LOA?**

*Please make note of who will be responsible for these events and projects, the details of the events and projects, and any other relevant information*

Rivka Ohayon:

There is a kinesiology report due. I will make sure it is completed before I leave, Rivka will be doing the overview during the meeting.

Social media posts of meeting recaps

Any committees I am on have been made aware and I will complete my work outside of the LOA

Please highlight any areas of your service or programming which will no longer be able to function in your absence and the impact that may have on users/patrons/customers, etc. *In addition, outline why you believe taking a leave of absence at this time wouldn't be a detriment to service/committee operations.*

The main workload is managing any SRA business that would arise. However, Rivka will be able to manage all the admin tasks herself.

*Note: This report should be as detailed as possible (minimum, 2 pages) as the information you present in this document will be used to evaluate the request for a leave.*