

Please tick the centre your child is attending.

- CM Central (AMK)
- CM Ponggol
- CM Holland
- CM Paris Ris



Date: _____

Dear _____

**LEAVE OF ABSENCE (LOA) TO _____ WORKING AT
CHARACTER MONTESSORI (CENTRAL).**

We have been informed by the Ministry of Community Development, Youth and Sports, that Child Care Centres will have to issue a Leave of Absence (LOA) to staffs who have returned from countries with Sustained Community Transmission (SCT). The LOA shall be a period of 7 days from your return.

As a precautionary measure against the spread of Influenza A (H1N1), you have been issued with a Leave of Absence (LOA) from working at our centre with immediate effect from _____ to _____ for 7 days.

You are required to monitor your health to ensure that you are well. During this period, you should remain at home and avoid crowded places.

Should you require clarification, you may contact me at 6457 0032. For information on Influenza A (H1N1), please call the Influenza A (H1N1 - 2009) Hotline: 1800-3339999 or visit MOH's website at www.moh.gov.sg.

Yours Sincerely

Karen Chia
Supervisor