

Leave Application Form

Name _____ Position _____

Annual leave ☐ _____ day(s)Statutory Holiday ☐ _____ day(s)Regular Day-Off ☐ _____ day(s)Causal leave (No Pay) ☐ _____ day(s)Purpose of leave _____

Period : From _____ to _____ Total _____ days

Applied Date _____ Signature of Employee _____

Company Policy

1. The request form must be submitted to the Director for approval two months in advance.
2. Approval of leave is subject to discretion of Director. Leave can only be taken upon receipt of the approved copy.
3. Employees are entitled to annual leave upon completion of one year's continuous service.
4. No advance leave could be taken. Should you take your annual leave in advance before you complete one year's service, the company reserves the right to make adequate deduction from your last month's salary upon termination of your services.
5. Even the request form has been approved by the company leave could not be taken by any staff once they have handed in their resignation letters.
6. Any sick leave must be attached a doctor's certificate with request form. Otherwise the sick leave will be deducted as no pay leave.

For Personnel Only (Calendar year)

Leave entitlement per year _____ days

Leave taken to date _____ days

Leave request _____ days

Balance of leave entitled _____ days

Disapproved ☐Approved ☐Reasons for disapproval _____

Personnel / Administration

Director

Date_____
Date