

LEAVE APPLICATION FORM

PART I: To be filled in properly by every applicant

Name of Applicant: _____

Leave applied: from _____ to _____ No. of Days: _____

Nature of Leave (Please tick)

a. Annual Leave: 7 days or above

b. Emergency Leave: not more than 3 days

c. Others (attending conference, official duties, etc)

Please specify as clearly as possible for each of (b) and (c)

Reasons: _____

Signature: _____ Date: _____

Person-in-charge during my absent

Name: _____ Contact No.: _____

PART II: To be filled in by Rector/Person-in-charge.

Leave this column blank if you (the applicant) are the Rector or Person-in-Charge

Leave agreed by (Name of Rector or Person-in-charge): _____

PART III: For Diocesan Office use only

Leave approved by (Bishop/His Commissary): _____ Date: _____

Leave brought forward as on _____ = _____ days

Current entitlement up to 31 December _____ + _____ days

Total = _____ days

Leave taken through this form - _____ days

Balance brought forward = _____ days