

# Department of Chemistry

## Application for Leave (Postgraduate Students)

Note: With the prior approval of the home department, RPGs may have up to 21 calendar days' leave in an academic year (1 September to 31 August). This leave is inclusive of Saturdays, Sundays and public holidays that lie within the leave period. Those who arrive late will have their annual leave pro-rated. Unused leave for one year cannot be carried forward to the next academic year. The decision on whether or not a leave request should be granted rests jointly with the thesis supervisor of the RPg and the departmental PG Coordinator.

### Part I (To be completed by the Applicant)

Name: \_\_\_\_\_ Student No.: \_\_\_\_\_

Program of Study: \_\_\_\_\_

| Type of Leave<br>(Please ✓)     | Leave Period |    | No. of Days | Resume Study on |
|---------------------------------|--------------|----|-------------|-----------------|
|                                 | From         | To |             |                 |
| <input type="checkbox"/> Annual |              |    |             |                 |
| <input type="checkbox"/> Sick   |              |    |             |                 |

### For applicant leaving Hong Kong

Purpose of leave: \_\_\_\_\_

Date of departure: \_\_\_\_\_ Date of return: \_\_\_\_\_

Overseas contact address/email/mobile: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

### Part II (To be completed by the Approving Authority)

Application is ☐ approved subject to adequate leave balance

☐ not approved

\_\_\_\_\_  
Name of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of PG Coordinator

\_\_\_\_\_  
Signature of PG Coordinator

\_\_\_\_\_  
Date

*The applicant should obtain signatures of his/her supervisor and the PG coordinator, and then return the duly signed leave form to Ms. Yan YU for record before he/she takes leave.*

c.c. Head of Department

Departmental Officer

PG Coordinator