



**LEAVE APPLICATION FORM**

**IMPORTANT :** Please read carefully the instruction on the back page before submitting this form

Badge # : \_\_\_\_\_

NAME : \_\_\_\_\_

Dept/Div : \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

**TYPE OF LEAVE :** (Please tick where applicable)

☐

Annual/Split Leave

☐

Sick/Hospitalisation

☐

Unpaid Authorised

☐

Marriage/Maternity

☐

Accident/Compassionate

☐

Unpaid Unauthorised

DURATION FROM : \_\_\_\_\_ THROUGH \_\_\_\_\_ TOTAL = \_\_\_\_\_ DAY

REMARKS (please state reason) : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Attach separate sheet if necessary)

**NOTE: Ticket Reservation**

**Any changes of ticket reservation will be responsible by passenger on penalty charges and any additional charges.**

**Agree and sign by employee :** \_\_\_\_\_

SIGNATURE OF EMPLOYEE :

\_\_\_\_\_

DATE : \_\_\_\_\_

NOTED BY :

\_\_\_\_\_

DATE : \_\_\_\_\_

Immediate Superior

APPROVED/NOT APPROVED BY :

\_\_\_\_\_

DATE: \_\_\_\_\_

Department/Division Head

FOR HR DEPARTMENT USE

Date of receipt : \_\_\_\_\_ HRD : \_\_\_\_\_

Accumulated Annual Leave entitled : \_\_\_\_\_ day (s)

Number of day (s) Leave applied : \_\_\_\_\_ day (s)

Balance of Leave B/F : \_\_\_\_\_ day (s)

HR Department to deduct \_\_\_\_\_ day(s) salary from payroll being

☐

Unpaid Authorised Leave

☐

Unpaid Unauthorised Leave (Absentism)

Action by HRD : \_\_\_\_\_

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

P.T.O. for instruction

REMARKS:

\_\_\_\_\_

\_\_\_\_\_

## **INSTRUCTION FOR APPLICATION FOR LEAVE**

Form N° MAN-007/001 Rev 1  
(back-to-back copy)

- 1) All application for leave for all positions must give advance notice of period. This form must be submitted to the Division Head for approval and ONLY IF the application is approved can the leave be taken. The only exception to this rule is Sick/Hospitalisation leave and under such circumstances the Leave Application Form must be submitted to the Division Head together with the relevant Medical Certificate immediately upon return.
- 2) When Division Head is considering whether or not to approve an application it is essential that he find out from HR Department regarding the Leave balance of the applicant.
- 3) Division Head must forward the Leave Application Form, whether Approved or Not Approved, to HR Department no longer than 4 days upon the receipt of the Leave Application Form.
- 4) In the event of Leave taken by employee WITHOUT the prior knowledge and approval of a Division Head ie. Absentism, it is the responsibility of the Division Head to ensure that this form be filled and forwarded to HR Department a.s.a.p.
- 5) It is Company Policy NOT to grant Unpaid Authorised Leave. Only under exceptional circumstances can such a leave be considered. If the Division Head decides to approve such a Leave, he must state his reason on the Leave Application Form and forwarded to HR Department.