

Application for Leave by T-Contract Staff

Part 1 (to be completed by T-contract Staff)

Full Name of Staff Ho Chun Lam
(as shown on * HKID Card / ~~Passport~~ / ~~Employment visa~~)
Staff Category & Project Team Contract System Analyst

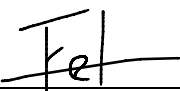
T-contractor Peoplebank Hong Kong Limited

Nature of Leave * Vacation

Leave Period 4 Feb 2025 PM

No. of Leave Days 0.5

Date of Return 5 Feb 2025

Applicant's Signature  Date 5 Feb 2025

** delete as appropriate*

Part 2 - Recommendation (to be completed by T-contractor)

Leave recommended by 
(Signature)

Crystal Lam
(Name & Designation)


(Company Chop)

Date 5/2/2025

Note: The form should be returned/faxed/mailed to the project team at _____ (Fax No. / Email address) after recommendation by T-contractor.

Part 3 - Approval (to be completed by Supervisor/Project Team)

Leave approved by _____
(Signature)

(Name & Designation)

Date _____