

## Application for Leave by T-Contract Staff

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



Full Name of Staff Law Kam San  
(as shown on \* HKID Card / Passport / Employment visa)  
Staff Category & Project Team Contract Analyst Programmer AP(A)62  
T-contractor IT Solutions Ltd.  
Nature of Leave Vacation  
Leave Period 19/8/2025 – 25/8/2025  
No. of Leave Days 5  
Date of Return 26/8/2025

Applicant's Signature  Date 21/7/2025

*\* delete as appropriate*

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

Leave recommended by   
(Signature)  
Alan Lo (Senior Account Manager)  
(Name & Designation)  (Company Chop)  
Date 21/7/2025

**Note:** The form should be returned/faxed/emailed to the project team at \_\_\_\_\_ (Fax No. / email address) after recommendation by T-contractor.

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

Leave approved by \_\_\_\_\_  
(Signature)  
\_\_\_\_\_  
(Name & Designation)  
Date \_\_\_\_\_