


Application for Leave by T-Contract Staff

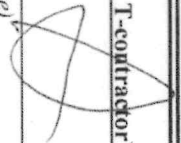
Part 1 (to be completed by T-contract Staff)

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	15/4/2025 (AM)
No. of Leave Days	0.5
Date of Return	15/4/2025 (PM)
Applicant's Signature	 Date 3/4/2025

* delete as appropriate

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

Leave recommended by


	
(Signature)	
Alan Lo(Senior Account Manager)	
(Name & Designation)	
3/4/2025	(Company Chop)
Date	



Note: The form should be returned/faxed/emailed 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)	
YEUNG, SO(A)61.	
(Name & Designation)	
14 APR 2025	
Date	