

Application for Leave by T-Contract Staff

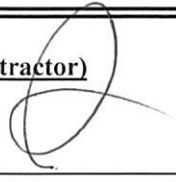
Part 1 (to be completed by T-contract Staff)


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 16/5/2025
No. of Leave Days 1
Date of Return 19/5/2025

Applicant's Signature  Date 7/5/2025

** delete as appropriate*

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

Leave recommended by 
(Signature)
Alan Lo (Senior Account Manager)
(Name & Designation)
Date 7/5/2025


(Company Chop)

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)

(Name & Designation)
Date _____