

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 27/11/2025 – 28/11/2025

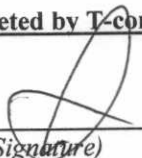
No. of Leave Days 2


Date of Return 1/12/2025

Applicant's Signature  Date 27/10/2025

** delete as appropriate*

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

Leave recommended by 
(Signature)
Alan Lo (Senior Account Manager)
(Name & Designation)


(Company Chop)

Date 28/10/2025

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 _____