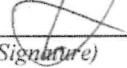# Application for Leave by T-Contract Staff

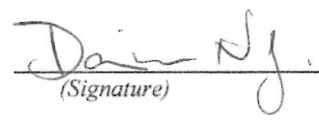## Part 1 (to be completed by T-contract Staff)

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   *(signature)*   Date   27/10/2025

* delete as appropriate

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

Leave recommended by   *(signature)*
(Signature)

Alan Lo(Senior Account Manager)
(Name & Designation)   *(Company Chop)*

Date   28/10/2025

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

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

Leave approved by   *(signature)*
(Signature)

Y L Ng, SO(A)61
(Name & Designation)

Date   30 OCT 2025.

[Leave Application Form, January 2023]