Application for Leave by T-Contract Staff

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

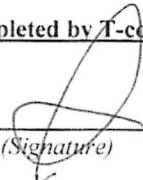Full Name of Staff   Law Kam San
*(as shown on * HKID Card / Passport / Employment visa)*
Staff Category & Project Team   Contract Analyst Programmer AP(A)62

T-contractor   IT Solutions Ltd.

Nature of Leave   Vacation

Leave Period   28/5/2025 (PM)

No. of Leave Days   0.5

Date of Return   29/5/2025

Applicant's Signature   *(signature)*   Date   23/5/2025
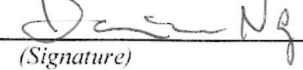
* delete as appropriate

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

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

Date   23/5/2025

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

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

Leave approved by   *(Signature)*
     YL Ng, SO(A)61
     (Name & Designation)

Date   27 MAY 2025

[Leave Application Form, January 2023]