

From: "Renton Lau | Abacare"  
 To: "Bella CHEUNG | Abacare" <bella.cheung@abacare.com>  
 Date: 3/6/2020 1:41:08 AM  
 Subject: FW: Annual leave in advance

Dear Bella,

Below is the approval fm Mr Herbet. As described below, I applied 1 days carry-forward from last year and 3 annual leave in this years. Please let me know if you need any information. Thanks.

Best Regards,



**Renton LAU**

**IT Executive | Abacare Hong Kong Limited**

**Office** +852 28954449 | **Mobile** +852 68484847

**Skype** [renton.lau.abacare](https://www.skype.com/user/renton.lau.abacare) | **Email** [renton.lau@abacare.com](mailto:renton.lau@abacare.com) | [www.abacare.com](http://www.abacare.com)

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**From:** Patrick-Marie Herbet | Abacare - 許百德 | 安柏 <ceo@abacare.com>  
**Sent:** Thursday, December 5, 2019 12:36 PM  
**To:** Renton Lau | Abacare <renton.lau@abacare.com>  
**Cc:** Bella CHEUNG | Abacare <bella.cheung@abacare.com>; Jasper Clavano | Abacare <jasper.clavano@abacare.com>  
**Subject:** RE: Annual leave in advance

Fine with me as agreed before

**Patrick-Marie Herbet 许百德**

**Beijing** +86 13601199464 - **Hong Kong** +852 60851868 - **France** +33 970449881 **All numbers available 24/7**

**skype** patrick.marie.herbet.abacare – **WeChat** pmherbet – **WhatsApp** +852 60851868 – [www.abacare.com](http://www.abacare.com)

**From:** Renton Lau | Abacare <[renton.lau@abacare.com](mailto:renton.lau@abacare.com)>  
**Sent:** Thursday, 5 December 2019 12:21 PM  
**To:** Patrick-Marie Herbet | Abacare - 許百德 | 安柏 <[ceo@abacare.com](mailto:ceo@abacare.com)>; Jasper Clavano | Abacare <[jasper.clavano@abacare.com](mailto:jasper.clavano@abacare.com)>  
**Cc:** Bella CHEUNG | Abacare <[bella.cheung@abacare.com](mailto:bella.cheung@abacare.com)>  
**Subject:** RE: Annual leave in advance

Dear Mr Herbet,

May I carry forward one day annual leave to March ? Please advise. Thanks.

Best Regards,



**Renton LAU**

**IT Executive | Abacare Hong Kong Limited**

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**From:** Renton Lau | Abacare  
**Sent:** 27 November 2019 04:54 PM  
**To:** Patrick-Marie Herbet | Abacare - 許百德 | 安柏 <[ceo@abacare.com](mailto:ceo@abacare.com)>; Jasper Clavano | Abacare <[jasper.clavano@abacare.com](mailto:jasper.clavano@abacare.com)>  
**Cc:** Bella CHEUNG | Abacare <[bella.cheung@abacare.com](mailto:bella.cheung@abacare.com)>  
**Subject:** RE: Annual leave in advance

Dear Mr Herbet,

I still have one day annual leave haven't took this year. I still have some ongoing tasks I need to complete on December. May I have your approval to carry forward the last annual leave to March 2020? I can use it on the trip written below. Please advise. Thanks.

Best Regards,



**Renton LAU**

**IT Executive | Abacare Hong Kong Limited**

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**From:** Patrick-Marie Herbet | Abacare - 許百德 | 安柏 <[ceo@abacare.com](mailto:ceo@abacare.com)>

3/11/2020

Sent: 8 August 2019 12:16 PM

To: Renton Lau | Abacare <[renton.lau@abacare.com](mailto:renton.lau@abacare.com)> >; Jasper Clavano | Abacare <[jasper.clavano@abacare.com](mailto:jasper.clavano@abacare.com)> >

Cc: Elaine TAM | Abacare <[elaine.tam@abacare.com](mailto:elaine.tam@abacare.com)> >

Subject: RE: Annual leave in advance

approved

Patrick-Marie **Herbet** 许百德

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From: Renton Lau | Abacare <[renton.lau@abacare.com](mailto:renton.lau@abacare.com)> >

Sent: Thursday, 8 August 2019 11:44 AM

To: Jasper Clavano | Abacare <[jasper.clavano@abacare.com](mailto:jasper.clavano@abacare.com)> >

Cc: Patrick-Marie Herbert | Abacare - 許百德 | 安柏 <[ceo@abacare.com](mailto:ceo@abacare.com)> >; James Swatton | Abacare <[james.swatton@abacare.com](mailto:james.swatton@abacare.com)> >

Subject: Annual leave in advance

Dear Jasper,

Due to WebHR can't process annual leave on next year, I would like to request an annual from 8 March 2020 to 12 March 2020, total 4 days annual leave. I will travel to Tokyo within that period. Please approve it and I will save it to WebHR again when it is available for next year. Thanks.

Best Regards,



**Renton LAU**

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