

LEAVE REQUEST FORM (请假单)

F-HR&ADM-01 (1.0)

Employee: (姓名) _____

Employee No: (员工编号) _____

Date: (请假日期) _____

Dates of leave requested from (请假日自) _____ to (至) _____ (小时数) _____

Telephone # during absence (假期紧急联络电话号码) _____

PLEASE SELECT FROM BELOW CATEGORIES! (请从如下类别中选择该申请所属的类型!)

☐ **Sick Leave (病假):** Submit the request as early as is practicable. Hospital registration or treatment receipt shall be submitted to Doctor & then to HR Department as soon as the leave days finish.

病假 - 需提前申请, 假后及时出具病假单据给公司医生和人事部

☐ **Private Affair Leave (事假):** Submit the request as early as is practicable prior to the leave is to commence. The employer reserves the right to deny or postpone leave for failure to give appropriate notice when such denial/postponement would be permitted under labor law of PRC.

事假 - 需提前申请, 公司保留因业务需要接受或调整该假期的权利

☐ **Annual Leave (年休假):** Submit this request form to your supervisor at least 7 days before the leave is to commence. The employer reserves the right to deny or postpone leave for failure to give appropriate notice when such denial/postponement would be permitted under labor law of PRC

年休假 - 需至少提前 7 天申请, 公司保留因业务需要接受或调整该假期的权利

☒ **Business Leave (公务安排):** Submit this request form to your supervisor as early as is practicable before the leave is to commence. DESTINATION OF BUSINESS TRIP (目的地) _____

公务安排- 需尽可能提前申请并注明目的地

☐ **Other Leave incl.** ☐ **Wedding Leave** ☐ **Maternity Leave** ☐ **LTA etc.**

(其他假: ☐ 婚假 ☐ 产假 ☐ 工伤假等) Submit this request form to your supervisor as early as is practicable before the leave is to commence. 婚假产假需提前 7 天申请

APPROVED BY DEPT RESPONSIBLE ENGINEER (部门工程师)

Signature & Date _____

APPROVED BY RESPONSIBLE SUPERVISOR & MANAGER (部门主管或经理签字)

Signature & Date _____

APPROVED BY DEPARTMENT HEAD (部门领导签字)

Signature & Date _____

APPROVED BY GENERAL MANAGER (总经理签字)

Signature & Date _____

DATE OF ACKNOWLEDGMENT BY HR DEPARTMENT (人事部存档日)